ALEA 2015
HOUSTON, TX JULY 13-18

ALEA EXPO 2015
George R Brown Convention Center
Houston, TX
July 13-18, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***Airborne Law Enforcement Association 45th Annual Conference & Exposition.*** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's ALEA EXPO 2015 Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Show Details

Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Airborne Law Enforcement Association
- Benay Osborne
- 301.631.2406
- bosbore@alea.org

Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Black/Blue/Grey Aisle Carpet Color: Grey

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **July 6, 2015**

TO: Exhibiting Company Name and Booth #

FOR: ALEA EXPO 2015
Brede Exposition Services
c/o YRC Freight
9415 Wallisville Rd
Houston, TX 77013

Direct to Show Site

Do not deliver prior to: **July 13, 2015**

TO: Exhibiting Company Name and Booth #

FOR: ALEA EXPO 2015
c/o Brede Exposition Services
George R Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

Exhibitor Schedule

Exhibitor Move-in:	Monday	July 13, 2015	(as scheduled through ALEA Safety)				Aircraft Fly-In
	Tuesday	July 14. 2015	8:00	AM	—	5:00 PM	
	Wednesday	July 15. 2015	8:00	AM	—	3:00 PM	
Show Hours:	Wednesday	July 15. 2015	5:00	PM	—	7:00 PM	
	Thursday	July 16, 2015	11:00	AM	—	4:00 PM	
	Friday	July 17, 2015	11:00	AM	—	4:00 PM	
Exhibitor Move-out:	Friday	July 17, 2015	4:00	PM	—	until complete	Aircraft Fly-Out
	Friday	July 17, 2015	4:00	PM	—	12:00 AM	
	Saturday	July 18, 2015	8:00	AM	—	12:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **10:00 AM on July 18, 2015.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Brede EXPOSITION SERVICES

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Information Form *Please make your show site representative aware of the following policies.*

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	**June 29, 2015**
Custom exhibits rentals	**June 29, 2015**
Labor orders	**June 29, 2015**

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**July 6, 2015**
Shipments to show site to arrive no sooner than:	**July 13, 2015**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
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Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Order Summary

Carpet	$ _____
Tables & Accessories	$ _____
Brede Rental Exhibits	$ _____
Material Handling	$ _____
Labor	$ _____
Forklift	$ _____
Hanging Sign	$ _____
Booth Cleaning	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Job #
507.304

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **ALEA EXPO 2015** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
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Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

IAEE
Exhibitions and Events Mean Business
www.iaee.com

Guidelines for Display Rules & Regulations
2014 Update

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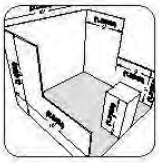

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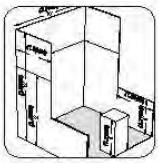
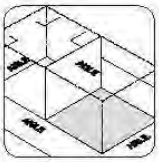


Perimeter Booth 5



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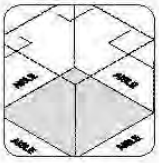

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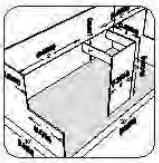
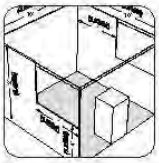


Extended Header Booth 10



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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.

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Linear Booth

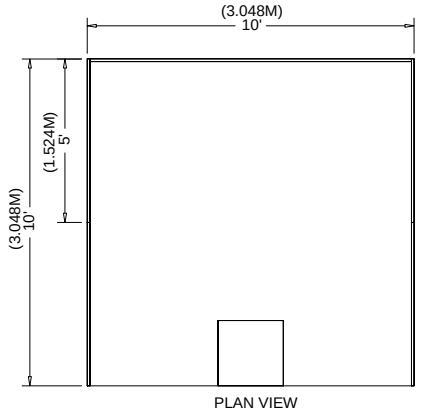
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

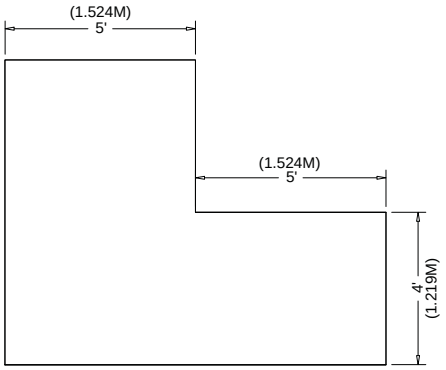
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



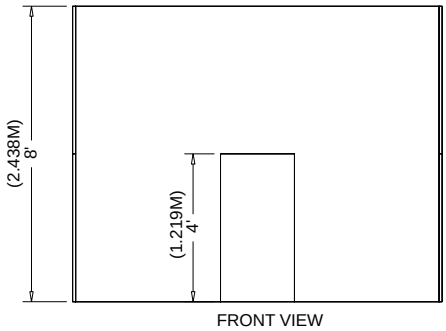
PLAN VIEW



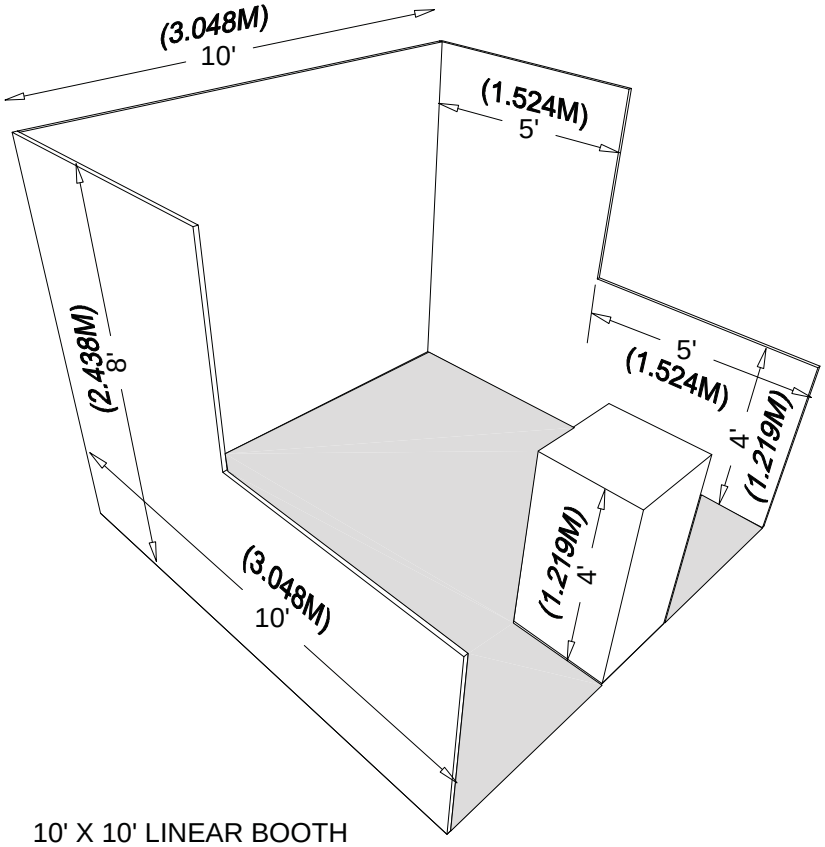
LEFT SIDE VIEW

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



FRONT VIEW



10' X 10' LINEAR BOOTH

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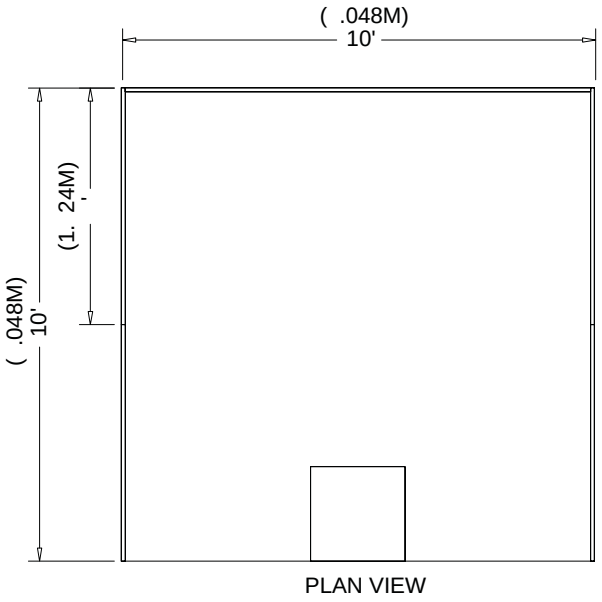
Perimeter Booth

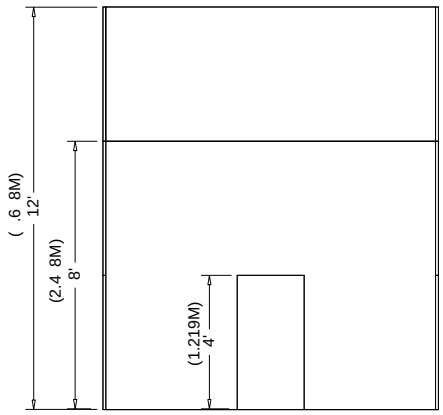
A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

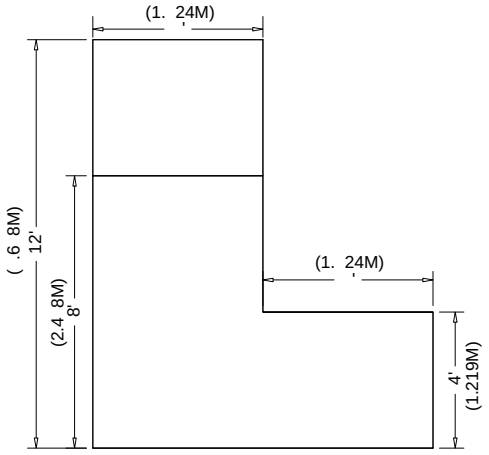
All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



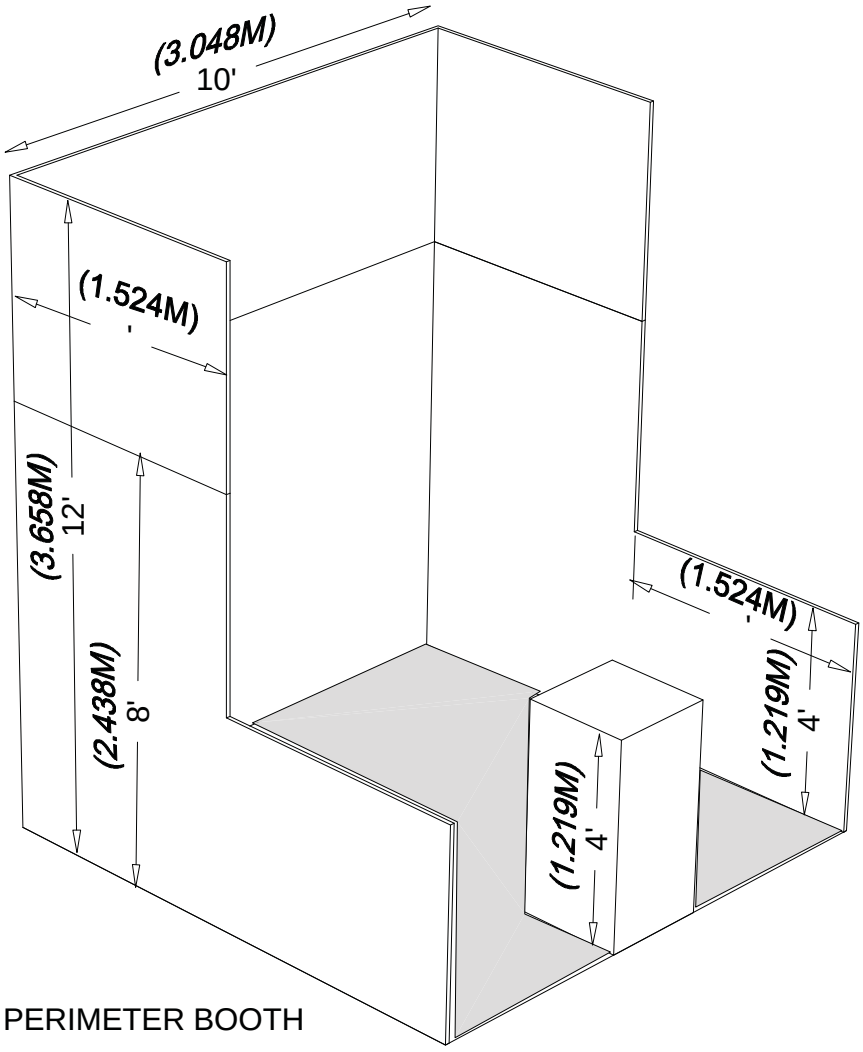
PLAN VIEW



FRONT VIEW



LEFT SIDE VIEW



10' 10' PERIMETER BOOTH

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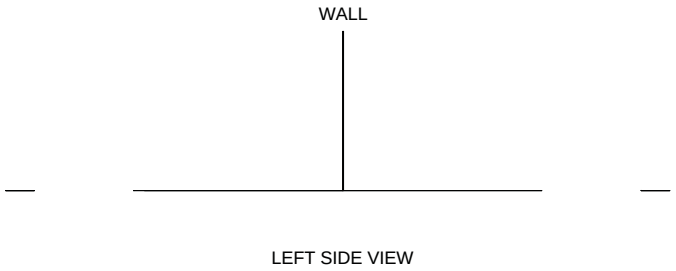
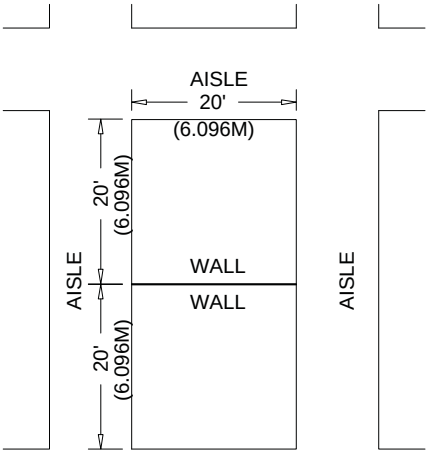
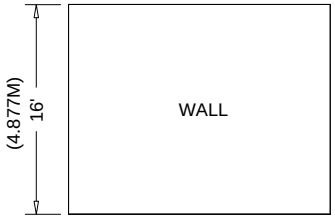
Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

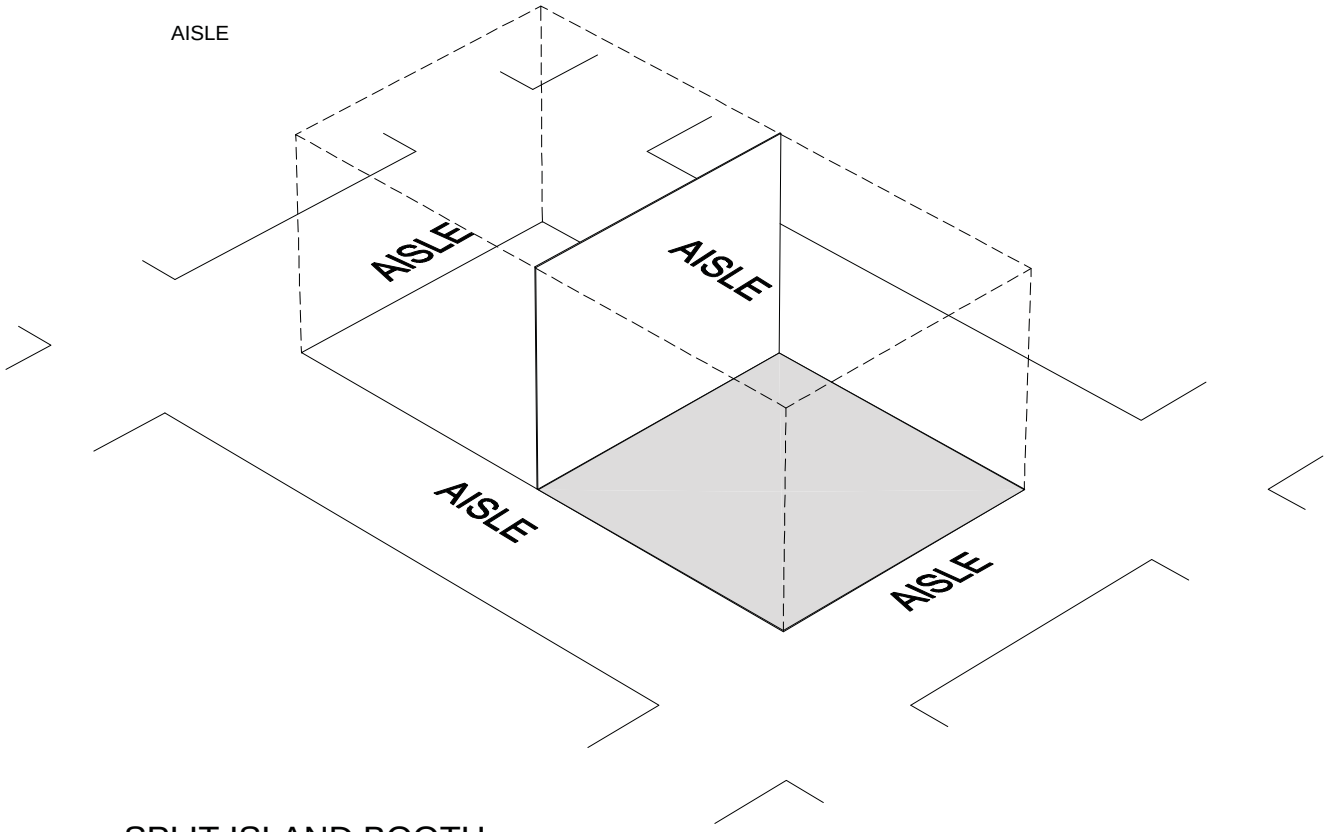


LEFT SIDE VIEW





FRONT VIEW



SPLIT ISLAND BOOTH

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Island Booth

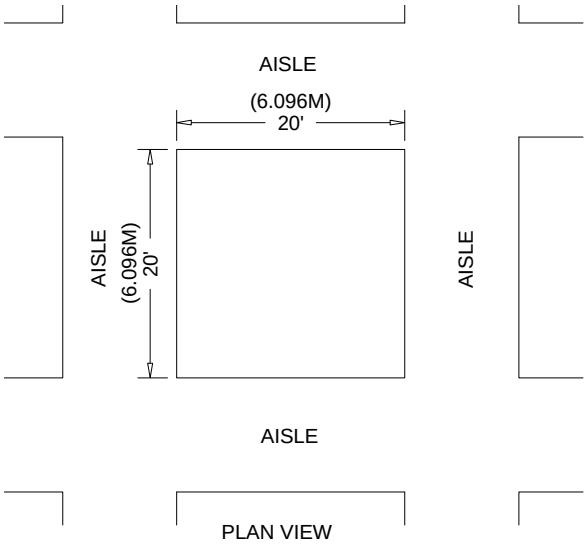
An Island Booth is any size booth exposed to aisles on all four sides.

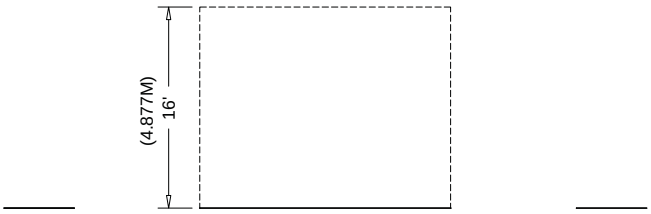
Dimensions

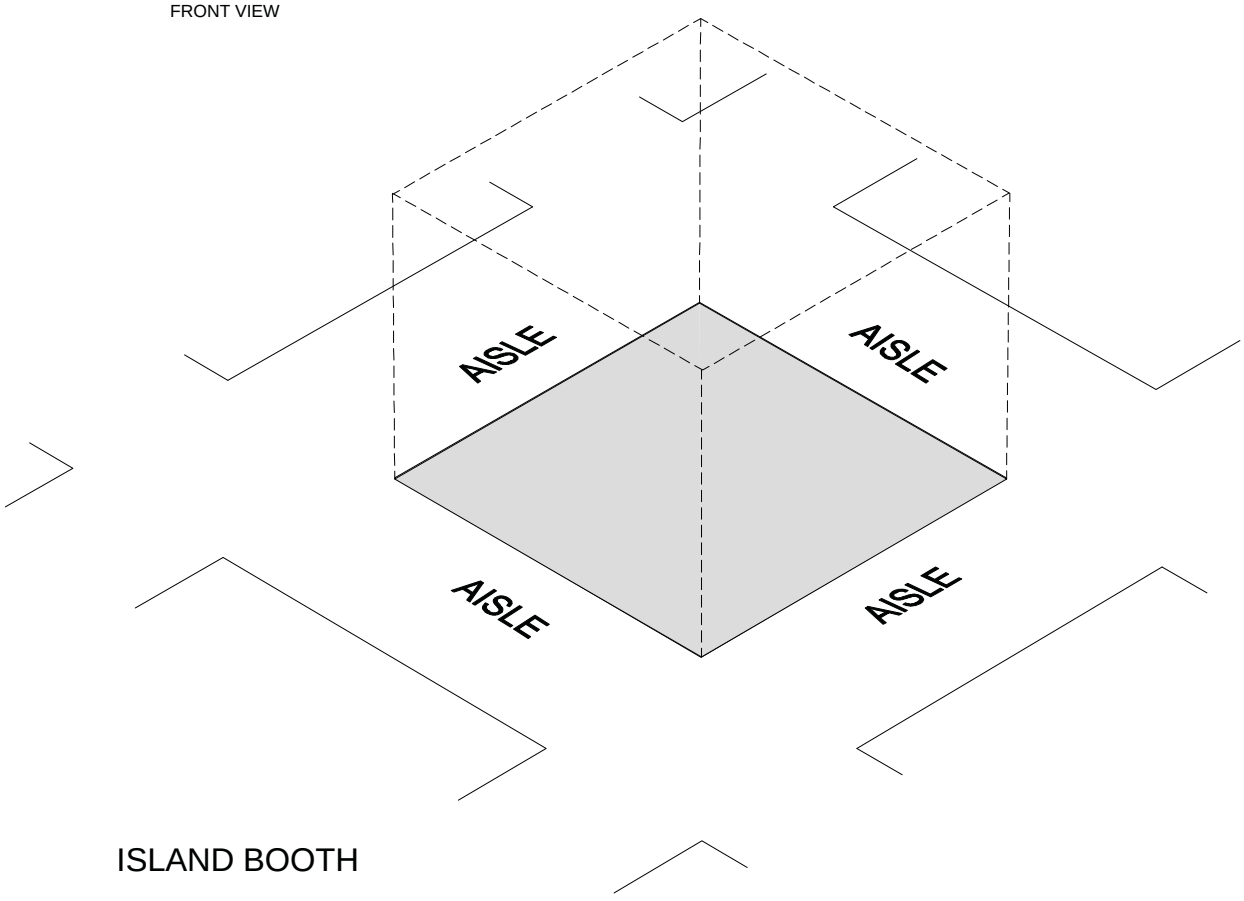
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.







ISLAND BOOTH

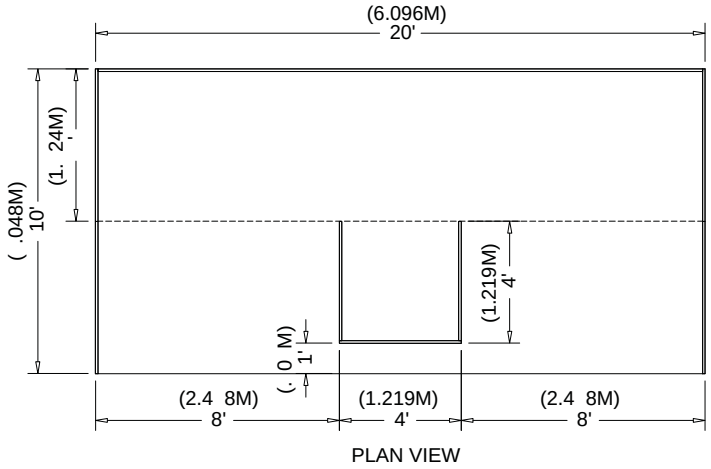
© 2014 IAEE. No cost to members in good standing for including these guidelines in exhibitor service kits and/or in their event's rules and regulations at www.tradeshowstore.com – non member rates apply.

Extended Header Booth 20ft (6.10m) or Longer

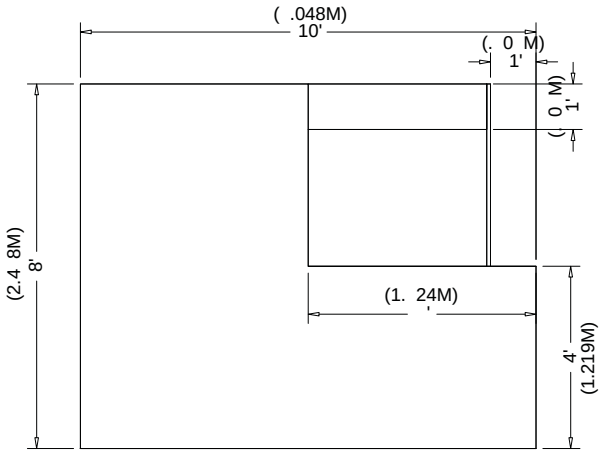
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

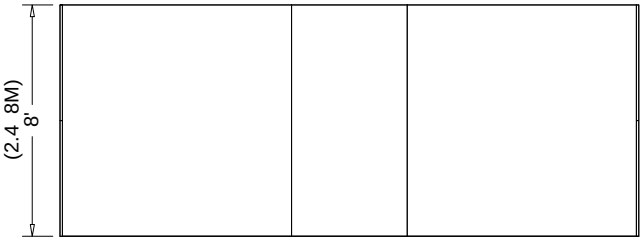
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

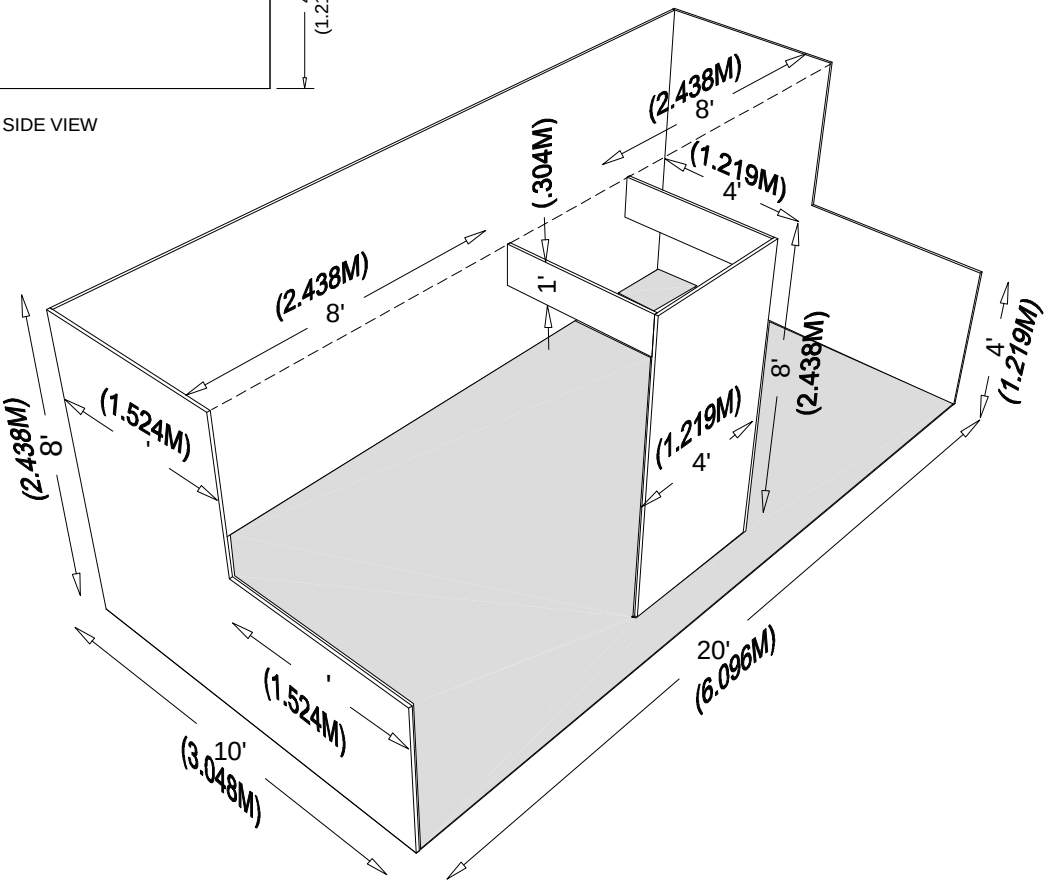


PLAN VIEW



LEFT SIDE VIEW





10' 20' E TENDED HEADER BOOTH

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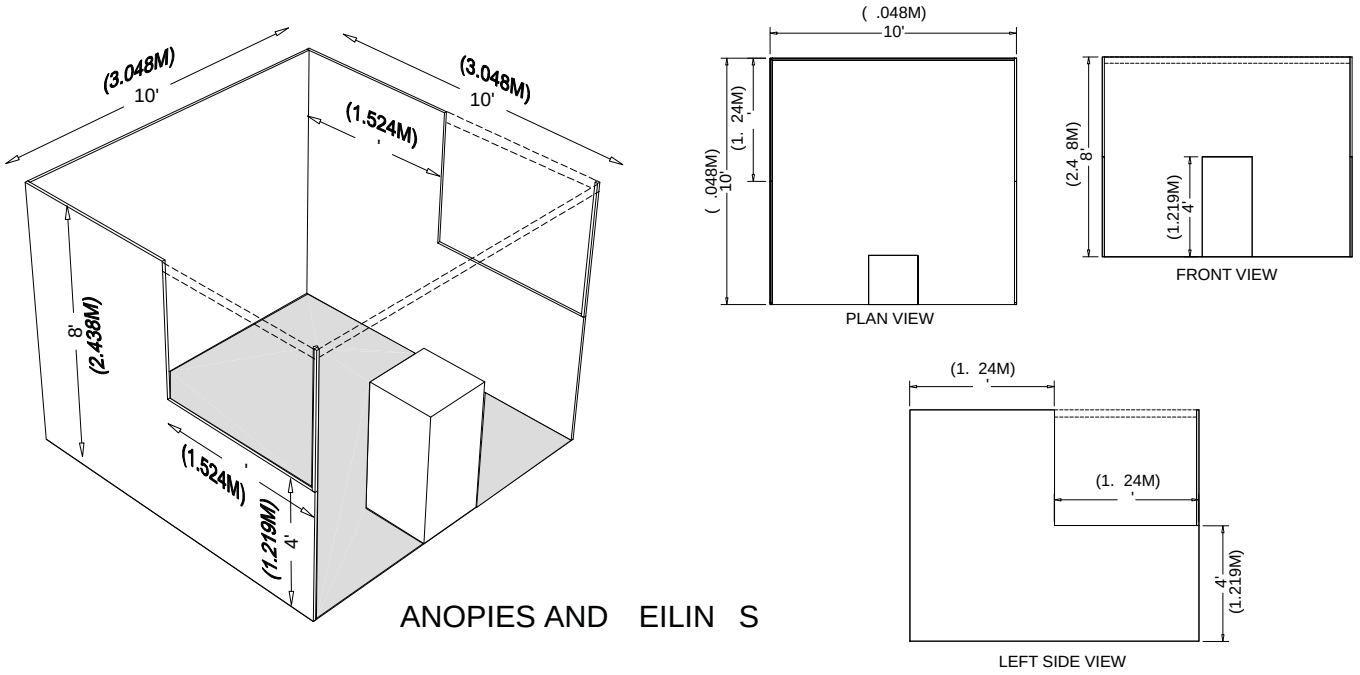
Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



ANOPIES AND EILIN S

Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

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Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

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Issues Common To All Booth Types *(continued)*

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

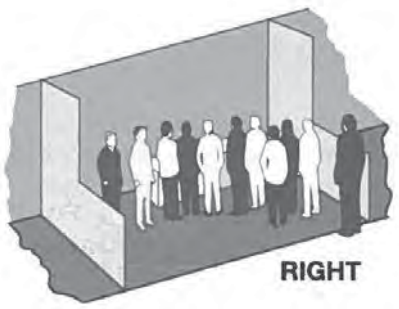
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

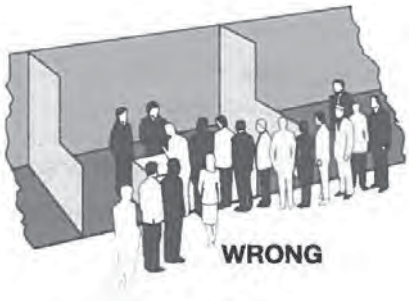
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.





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Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at **www.osha.gov** for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

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Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

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Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large Peninsulas and Islands with long high walls can create a "tunnel-like" effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

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Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Color Guide

Standard Carpet Colors

Plush Custom Carpeting

Display Table Drape Colors

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Find more on Brede.com

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

Select from Standard Colors *(if no color is selected, show colors will prevail.)*

☐ **Black** ☐ **Blue** ☐ **Teal** ☐ **Burgundy**
☐ **Red** ☐ **Grey** ☐ **Forest Green**

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 160.00	$ 208.00	$ _____
_____	20' Carpet		$ 320.00	$ 416.00	$ _____
_____	30' Carpet		$ 480.00	$ 624.00	$ _____
_____	40' Carpet		$ 640.00	$ 832.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 5.25 *per sq. ft.*	$ 6.75 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 1.60	$ 2.10	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ 1.25	$ 1.65	$ _____
			per sq. ft.	*per sq. ft.*	

Plush Custom Carpeting

Select from Custom Colors

☐ **Charcoal** ☐ **White** ☐ **Burgundy** ☐ **Jade** ☐ **Navy** ☐ **French Beige**
☐ **Red** ☐ **Emerald** ☐ **Black** ☐ **Colony Blue**

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 6.00 *per sq. ft.*	$ 7.75 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.25% TX Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Carpet Requirement

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 126.00	$ 163.75	$
	6' x 2' draped table	$ 147.00	$ 191.00	$
	8' x 2' draped table	$ 173.25	$ 225.25	$
	4th side drape	$ 47.75	$ 62.00	$
	4' x 2' undraped table	$ 66.25	$ 86.00	$
	6' x 2' undraped table	$ 76.25	$ 99.75	$
	8' x 2' undraped table	$ 82.00	$ 106.50	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 173.25	$ 225.25	$
	6' x 2' draped table	$ 194.25	$ 252.50	$
	8' x 2' draped table	$ 220.50	$ 286.75	$
	4th side drape	$ 47.75	$ 62.00	$
	4' x 2' undraped table	$ 88.25	$ 114.75	$
	6' x 2' undraped table	$ 105.00	$ 136.50	$
	8' x 2' undraped table	$ 115.50	$ 150.25	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 59.75	$ 77.75	$
	6' x 12" draped riser	$ 82.00	$ 106.50	$

Accessories

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair - Grey	$ 84.00	$ 109.25	$
	Padded Arm Chair - Grey	$ 99.75	$ 129.75	$
	Counter Stool with Back	$ 104.00	$ 135.25	$
	Pedestal Table - 30" x 30"	$ 147.00	$ 191.00	$
	Coffee Table	$ 61.00	$ 79.25	$
	Waste basket	$ 28.25	$ 36.75	$
	Floor Easel	$ 49.25	$ 64.25	$
	Literature Rack	$ 126.00	$ 163.75	$
	8' Upright with Bases	$ 65.75	$ 85.25	$
	Adjustable crossbars	$ 16.75	$ 21.75	$
	White Pegboard 8'x4' ☐ horizontal ☐ vertical	$ 168.00	$ 218.50	$
	Bulletin Board 8'x4' (horizontal only)	$ 168.00	$ 218.50	$
	3' high drapery (per ft)	$ 16.75	$ 21.75	$
	8' high drapery (per ft)	$ 21.00	$ 27.25	$

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ **Black** ☐ **Blue** ☐ **Teal** ☐ **Burgundy**
☐ **Red** ☐ **White** ☐ **Grey**

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.25% TX Tax $ _____
Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Tables & Accessories

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Plan A: 10' N-Line Option Includes:

- Hardwall Panels
- Carpet
- (1) side chair
- (1) counter
- (2) shelves
- Header
- Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,417.00	$ 3,142.00	$ _____
_____	Color Hardwall Panels	$ 2,667.00	$ 3,467.00	$ _____
_____	Velcro Compatible Panels	$ 3,282.00	$ 4,266.50	$ _____

Plan B: 20' N-Line Option Includes:

- Hardwall Panels
- Carpet
- (2) side chair
- (1) counter
- (4) shelves
- Header
- Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,381.00	$ 5,695.00	$ _____
_____	Color Hardwall Panels	$ 4,781.00	$ 6,215.00	$ _____
_____	Velcro Compatible Panels	$ 5,765.00	$ 7,494.00	$ _____

Color Options:

Select Panel Color *(Hardwall Color/Velcro Panels)* ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Teal ☐ Burgundy ☐ Red ☐ Grey ☐ Forest Green

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 181.50	$ 236.00	$ _____
_____	Adjustable Shelves	$ 46.00	$ 60.00	$ _____
_____	Spot Lights (use w/ rental only)	$ 51.00	$ 66.50	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.25% TX Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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Brede Rental Exhibits

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline

10x20

10x20

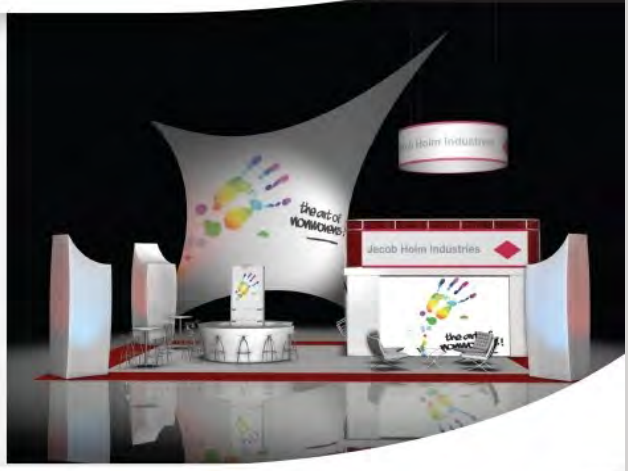
Island

20x20

15x30

Island

15x20



30x45

Custom Rental Exhibits

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fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

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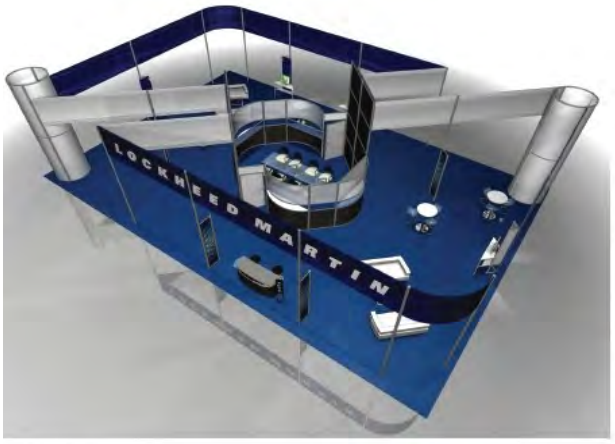
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Why Choose Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

Custom



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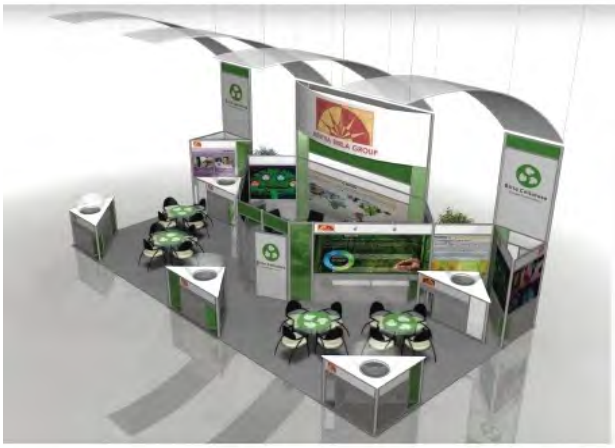
Custom

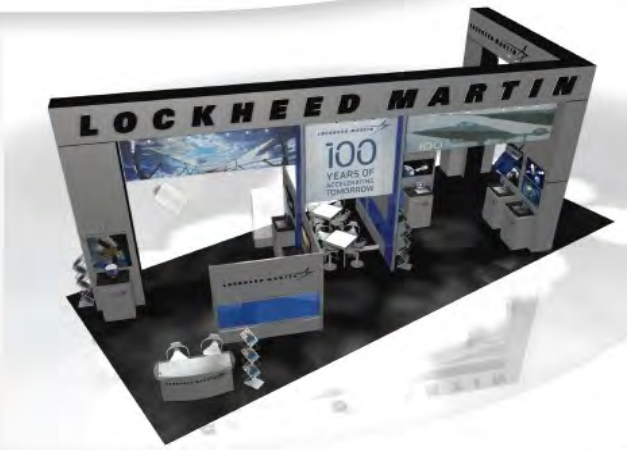


20x40

30x50

Custom

40x80



20x45

Custom Rental Exhibits

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **July 6, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **July 13, 2015.** Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Material Handling Information

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: ALEA EXPO 2015
Brede Exposition Services
c/o YRC Freight
9415 Wallisville Rd
Houston, TX 77013

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by July 6, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: ALEA EXPO 2015
c/o Brede Exposition Services
George R Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than July 13, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	***Material Handling Rate*** *Rates below include any applicable OT charges* *per 100 lbs* 200 lb minimum charge per shipment
Advance to Warehouse: Crated	$119.00
Direct to Show site: Crated	$113.50
Advance to Warehouse: Special Handling	$148.75
Direct to Show site: Special Handling	$141.75
Direct to Show site: Uncrated, Unskidded, or Wrapped	$170.25
Advance to Warehouse/Direct to Show site: Small Packages	$50.00 *each*
Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **July 6, 2015** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$160.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____ **Booth Number** _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Material Handling Rates

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations and prior approval of Show Management.

Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

Rate

# Vehicles		Round Trip Spotting Fee		Subtotal
_____	X	$160.00	=	$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Mobile Equipment

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $119.00 per CWT = $238.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $119.00 per CWT = $238.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $119.00 per CWT = $238.00

  TOTAL cost of three shipments arriving *separately*: $714.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $119.00 per CWT = $238.00

  TOTAL cost of one *consolidated* shipment: $238.000 ***Savings of $476.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

9415 Wallisville Rd

Houston, TX 77013

ALEA EXPO 2015

George R Brown Convention Center
Houston, TX
July 13-18, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

July 6, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

9415 Wallisville Rd

Houston, TX 77013

ALEA EXPO 2015

George R Brown Convention Center
Houston, TX
July 13-18, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

July 6, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

George R Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

ALEA EXPO 2015

George R Brown Convention Center
Houston, TX
July 13-18, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

July 13, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

George R Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

ALEA EXPO 2015

George R Brown Convention Center
Houston, TX
July 13-18, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

July 13, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Bill of Lading & Labels Request

Order Form *Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: June 29, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ TTS ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

# of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

YRC FREIGHT

Exhibit Logistics

Complete capabilities for trade show success

Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology, powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

Confidence Delivered.®

Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee*.
- **Sealed Exhibit**™ – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

ESCA
Exhibition Services & Contractors Association

yrcfreight.com | 800.610.6500 | Live Chat

YRC FREIGHT

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BEST CHOICE: ✓ TRADESHOW SUCCESS ✓ WORLD-WIDE LOGISTICS

Tradeshow Transportation Specialists

Tradeshow Management SIMPLIFIED

Your Official Freight Carrier for ALEA Expo July 15-17 2015 Houston, TX

With over 100 years of industry experience, TTS truly understands the importance of on-time delivery, exceptional service and 24-hour live accessibility. With a network of agents stretching to every corner of the world, we are big enough to guarantee your on time delivery and make your tradeshow the success you've planned for.

✓ Round-the-clock tradeshow freight services 7 days a week... even holidays and after hours!

Contact a Tradeshow Specialist Today!

Call Toll Free:	Email:	Visit Us Online:
1-877-744-7887	info@tshow.com	www.tshow.com

San Diego Convention Center

Have you ever seen a logistics company advertise their "tradeshow division"and asked them what that really means?

Is tradeshow freight handled differently than any other freight?
Is staff trained any differently?
Do they have over 100 years experience in the trade show industry?

If the answer is "no" you should take a look at TTS. At TTS Logistics, we don't promote a tradeshow "department" because our entire company is comprised of tradeshow and event logistics specialists!

TTS Logistics Promises To:

Research your shows, verify site address and move-in/out dates and times
Research advanced warehouse options, addresses and deadline dates
Research contractor drayage rates and determine which delivery site is more economical

Consider how pickup and delivery times affect material handling charges to and from the show
Check show schedules and advise if shipping show-to-show or round-trip will avoid extra fees

Provide all shipping documents and preprinted labels prior to pick up of your materials
Provide International logistics which understand the unique rules and regulations between countries

Provide installation and dismantle services OR schedule pickup and delivery that best work with your existing services
Provide a personal and dedicated account manager familiar with you and your company's tradeshow procedures

Affiliations:

IAEE International Association of Exhibitions and Events · pcma · Airforwarders Association · Angel Flight West

LIVE 24/7 customer service representatives!

24-hr online tracking with TTS Track!

I have had other companies wanting my business and I tell them I am happy with the service TTS gives me, even if their service is cheaper. It is my loyalty/comfort zone that matters. I have a good working relationship with TTS and that means more to me than saving a few dollars and having a headache every time I have a problem. TTS always knows the best way to handle things and that is why I love working with them!

Tradeshow Coordinator
VirtualScopics, Inc.

For Your Tradeshow Success, Contact a TTS Specialist Today!

1-877- 744 - 7887 | info@tshow.com | www.tshow.com

TTS
Tradeshow Transportation Specialists

BEST CHOICE: ✓ TRADESHOW SUCCESS ✓ WORLD-WIDE LOGISTICS

Tradeshow
Transportation
Specialists

Delivery Facility:

Address 1:

Address 2:

City/ST/Zip:

TTS BOL #

Show: ALEA Show

Exhibiting Company:

BOOTH:

OF

TTS Logistics, Inc. (877) 744-7887

Labor Guidelines: Texas

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede Exposition Services.

Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibit companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$50.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Show Site Contact: _____

Phone #: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Labor Rates

Straight Time *Monday-Friday 8:00a.m.- 4:30p.m.*	$81.50	*per person per hour*
Overtime *Monday-Friday 6:00a.m.- 8:00a.m.,4:30p.m. - 12:00a.m. Saturday & Sunday 6:00a.m. - 12:00a.m.*	$122.25	*per person per hour*
Double Time *12:00a.m.– 6:00a.m., and all recognized holidays*	$163.00	*per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested		Est. Hrs. per laborer		Total Hrs.		Rate* per person		Subtotal		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Labor

Order Form

Submit this form if you would like to order forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	Helper per person per hour
Straight Time Monday-Friday 8:00a.m.- 4:30p.m.	$158.00	$81.50
Overtime Monday-Friday 6:00a.m.- 8:00a.m.,4:30p.m. - 12:00a.m. Saturday & Sunday 6:00a.m. - 12:00a.m.	$199.50	$122.25
Double Time 12:00a.m.– 6:00a.m., and all recognized holidays	$241.00	$163.00

- **One hour minimum** per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ ***Phone #:*** _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)		Est. Hrs. per Forklift		Rate per hour		Estimated Cost
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Forklift

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you would like to order hanging signs labor from Brede Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. ***(Place electrical order on the appropriate form).***
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

	Rate for Lift & Crew Per Hour
Straight Time *Monday-Friday 8:00a.m.- 4:30p.m.*	$262.00
Overtime *Monday-Friday 6:00a.m.- 8:00a.m.,4:30p.m. - 12:00a.m. Saturday & Sunday 6:00a.m. - 12:00a.m.*	$395.00
Double Time *12:00a.m.– 6:00a.m., and all recognized holidays*	$525.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight *(lbs)* _____

Height *(ft)* _____

Length *(ft)* _____

Type
- ☐ Fabric
- ☐ Metal
- ☐ Wood
- ☐ Truss

Shape
- ☐ Circle
- ☐ Square
- ☐ Triangle

Electrical
- ☐ Yes
- ☐ No

Chain Motor
- ☐ Yes
- ☐ No

Assembly Required
- ☐ Yes
- ☐ No

_____ ft from top aisle (booth # _____)

_____ ft from left side (booth # _____)

_____ ft from top of sign to the floor

_____ ft from right side (booth # _____)

_____ ft from bottom aisle (booth # _____)

Estimate Costs

	Date Time	Hanging Signs Rate		Est. Hrs.		Subtotal Cost		Brede Supervision *(Subtotal X .30)*		Estimated Cost
Installation	_____	$	X		=		+	$	=	$
Dismantle	_____	$	X		=		+	$	=	$

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Hanging Sign

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.47	$0.61	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	3	X		X	$0.42	$0.54	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Cleaning

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of $100.00.**

Storage Rates

Size of Storage Space *sq. ft.*	*Rate* *per day*
0-25	$ 100.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

ALEA 2015
HOUSTON, TX JULY 13-18
George R Brown Convention Center

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 29, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 80.00	$ 104.00	$ _____
_____	14" X 22"	$ 118.00	$ 153.50	$ _____
_____	22" X 28"	$ 108.00	$ 140.50	$ _____
_____	28" X 44"	$ 178.50	$ 232.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=		Subtotal
	X		=		X	$18.50 *per sq. ft.*	$24.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____

_____

_____

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.25% TX Tax $ _____

Graphics Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Graphics

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Convention Plant Designs, Inc.

Airborne Law Enforcement Annual Conference & Expo
July 13-18, 2015
George R. Brown Convention Center
Houston, TX

3100 Ridgelake Dr., Ste. 107
Metairie, LA 70002
www.cpdi.net
Phone: (504)454-7204
Fax: (504) 454-7262
E-mail: cpd@cpdi.net

QUANTITY	ITEM	UNIT PRICE	TOTAL
	MUMS YELLOW ____ WHITE ____ OTHER ____	$25.00	$ -
	AZALEAS RED ____ Lt. PINK ____ WHITE ____	$35.00	$ -
	BROMELIADS	$35.00	$ -
	SEASONAL BLOOMING (KALANCHOES, CYCLAMEN, POINSETTIAS)	$35.00	$ -
	FLOWER ARRANGEMENT: Description $65.00 & Up	-	$ -
	TROPICAL ARRANGEMENT: Description $80.00 & Up	-	$ -
	Bud Vases, Boutonnieres & Corsages Priced Upon Request	-	$ -
	6 INCH GREEN PLANT - SMALL TABLE TOP PLANT	$20.00	$ -
	LG. FERN - LG. IVY - LG. POTHOS	$35.00	$ -
	BUBBLE BOWL	$30.00	
	3' GREEN PLANT	$40.00	$ -
	4' GREEN PLANT	$50.00	$ -
	5' GREEN PLANT	$60.00	$ -
	6' GREEN PLANT	$70.00	$ -
	TALLER MATERIAL PRICED UPON REQUEST		
	TYPE OF CONTAINER Wicker ____ White ____ Black ____		

INQUIRE ABOUT PLANTS, FLOWER ARRANGEMENTS AND GIFT BASKETS FOR BANQUETS AND HOSPITALITY SUITES

RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY, INSTALLATION, MAINTENANCE AND REMOVAL

COMPANY NAME: _____ TOTAL MATERIAL CHARGE $ -

ADDRESS: _____ 8.25% SALES TAX $ -

CITY, STATE, ZIP: _____ INVOICE TOTAL $ -

PHONE: _____ FAX: _____ LESS PREPAYMENT _____

BOOTH NUMBER: _____ PO #: _____ TOTAL AMOUNT DUE $ -

EMAIL ADDRESS: _____

PRINT NAME _____ AUTHORIZED SIGNATURE: _____

ON SITE CONTACT: _____ ON SITE PHONE # _____

Do you need a Designer to help you with your selection? _____ Date/Time Designer to meet rep in booth: _____

POLICIES: All orders require payment in **Advance**. Cash, Check, Visa, MasterCard or American Express are accepted. If tax exempt, enclose a copy of your tax exemption certificate. Rental items missing upon dismantling are the responsibility of the exhibitor. Missing and/or damaged product must be reported to our representatives Prior to show close for any pricing adjustment. **No floral arrangement cancellations one week prior to show.**

To charge your account for additional floral services incurred during the show, please sign the credit card authorization:
X _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING

☐ **American Express** ☐ **Visa*** ☐ **MasterCard***

Account Number: ***CODE ON THE BACK OF CARD**

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐☐☐ *** CODE REQUIRED**

Expiration Date: ____ / ____

Cardholder Name: (Please Print or Type) _____

Billing Address: _____

City, State, Zip: _____

Cardholder Signature: **X** _____

ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.
GRB Convention Center, Houston, TX
888-446-6911 (Phone)
702-943-6001 (FAX) csr@smartcity.com

Company Name	**Booth / Room**	**Show Name:**
Billing Name		**Show Dates:** / / To / /
Billing Address		**Discount Order Deadline:**
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa

																Expire Date (MM / YY):		/		

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

*****For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.** Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)

------- Rate -------

Watts	Discount	Standard	Qty		Total	Internal
500	$ 89	$ 116	_____	=	$ _____	500-WATT
1000	$ 108	$ 140	_____	=	$ _____	1000-WATT
1500	$ 117	$ 152	_____	=	$ _____	1500-WATT
2000	$ 126	$ 164	_____	=	$ _____	2000-WATT

A separate outlet must be ordered for each location.

Flood Lights on Stand (Includes power)

------- Rate -------

Configuration	Discount	Standard	Qty		Total	Internal
150 Watt, 1spot	$ 65	$ 88	_____	=	$ _____	FLOOD-1
150 Watt, 2spot	$ 70	$ 95	_____	=	$ _____	FLOOD-2
300 Watt, 1spot	$ 80	$ 108	_____	=	$ _____	FLOOD-3
300 Watt, 2spot	$ 85	$ 115	_____	=	$ _____	FLOOD-4

120/208/480 Volt Service (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt Discount	120 Volt Standard	Qty	208 Volt 1phase Discount	208 Volt 1phase Standard	Qty	208 Volt 3phase Discount	208 Volt 3phase Standard	Qty	480 Volt 3phase Discount	480 Volt 3phase Standard	Qty	Total
15	$ 126	$ 164											$ _____
20	$ 150	$ 195		$ 225	$ 292		$ 305	$ 397		$ 559	$ 727		$ _____
30				$ 306	$ 398		$ 403	$ 524		$ 715	$ 930		$ _____
60				$ 465	$ 605		$ 689	$ 896		$ 1592	$ 2070		$ _____
100				$ 689	$ 896		$ 1050	$ 1365		$ 2519	$ 3275		$ _____
150				$ 1014	$ 1318		$ 1469	$ 1910		$ 3712	$ 4826		$ _____
200				$ 1210	$ 1573		$ 1950	$ 2535		$ 4890	$ 6357		$ _____
					Special Quote – Attachment A or SOW (if applicable)						(Call 888-446-6911 for quote)		$ _____
											120/208/480 Power Total		**$** _____

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.

24 Hour Power (Total of all Electrical Power Charges needing 24 hr service, clean or dedicated lines X 25%) **Total: $** _____

Electrical Labor (Contact Smart City Electric, Inc.) _____ Hours @ $ _____, _____ Hours @ $ _____ **Total: $** _____

Monday – Friday 8am – 4:30pm……..$60.00/Hr. All other times Sat., Sun., Holidays…….$ 120.00/Hr (1/2 hour Increments)

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.

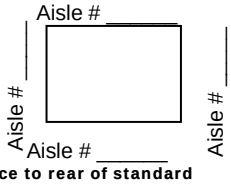
a. Subtotal Of Charges [all of the above]	: $ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: $ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: $ _____
d. 8.42% Tax [on Labor & Flood Lights]	:$ _____
e. Grand Total Of Order Due (a + b + c + d)	**:$** _____

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Indicate location in Booth with an X.

Island ☐

Standard ☐



Important! - Rates include bringing service to rear of standard booth or to nearest floor port inside an island booth. Specific location requests will incur additional charges. See item #2 Terms & Cond.

For Smart City Electric, Inc. Use	Type of Service:	Customer No. **2015 - 001 -**
Special Instructions:		
Floor Plan: ☐ Yes ☐ No	CSR:	Date: / /

ORDER ON LINE:
https://orders.smartcitynetworks.com/center.aspx?center=001

Form Effective January 1, 2015 – December 31, 2015

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. ****** Credit Card authorization must be on file ******
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is $60.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Mail order with check to address listed above or you may fax your credit card order.
10. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
11. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
12. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
13. **CANCELLATION** - There is a minimum $50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
14. Prices are based upon current rates and are subject to change without notice.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type**. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3ø	15	15	15	15	15	20	30	30	45	60	60	85	100

Complete and Return To

***** ORDERING SERVICES *****
MAIL CHECK OR FAX PAYMENT W/ORDER TO:

☐ SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

***** FLOOR PLANS *****
MAIL OR FAX FLOOR PLANS TO:

☐ SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: https://orders.smartcitynetworks.com/center.aspx?center=001

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: **14 Days Prior 1st Day Show Move-in**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=001

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Dedicated Wired Internet Routers Allowed	Premium Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

Important! All online internet and telephone orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2015 – December 31, 2015 **Customer No: 2015 - 001 -**

Network Security Declaration

Center: George R Brown CC (001) - TX **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 001 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

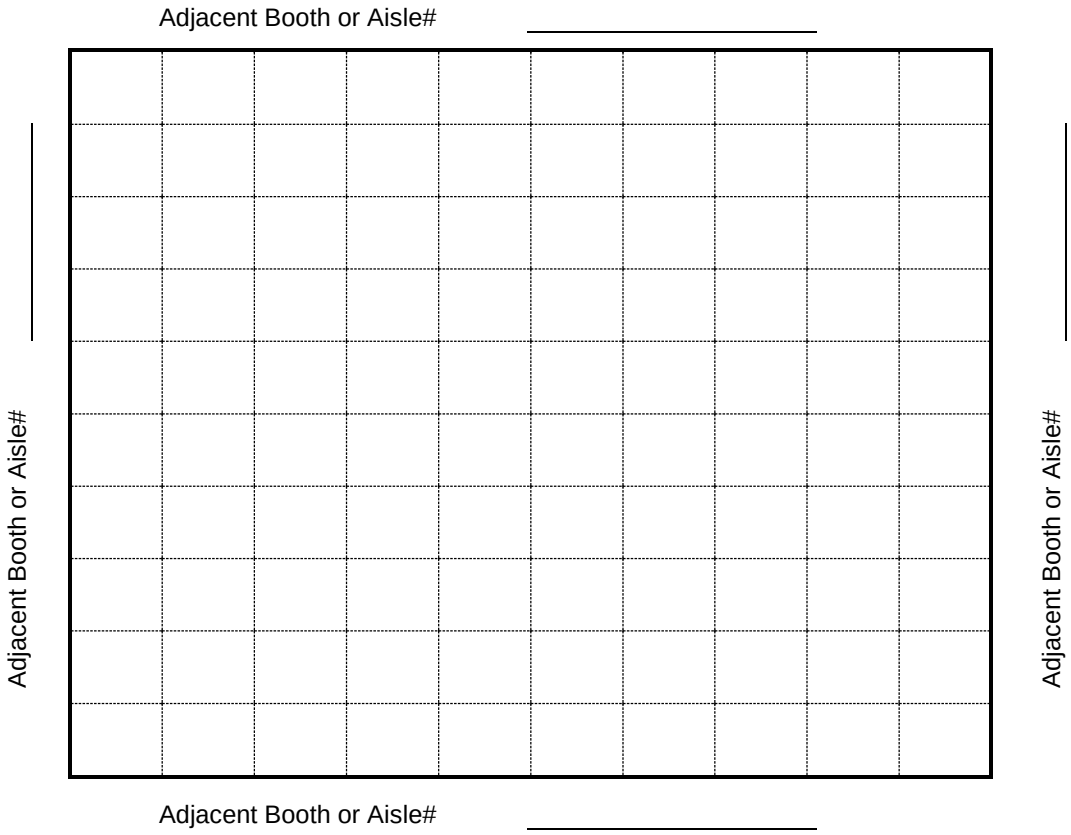
Center: George R Brown CC (001) - TX **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 001 - _____

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

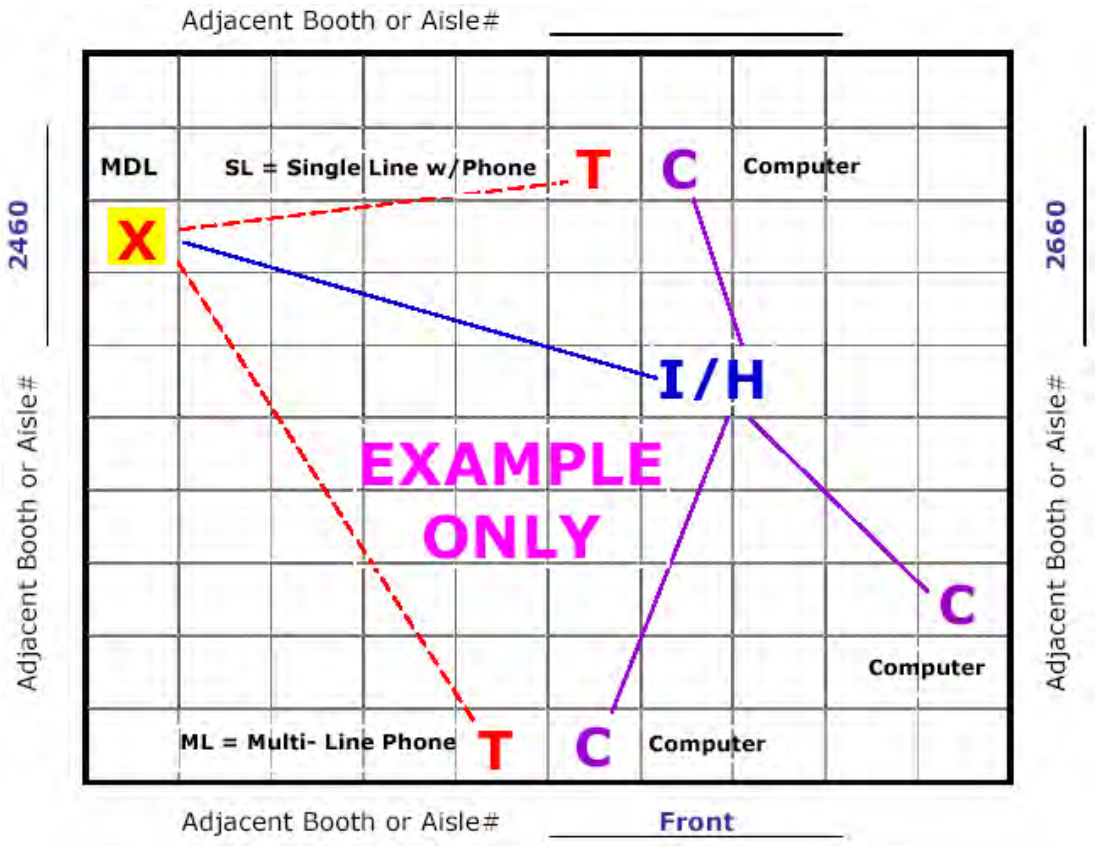
5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

Floor Plan – Communications Cable

Center:	George R Brown CC (001) - TX	**Company Name:**	ABC EXAMPLE COMPANY
Show:	ABC EXAMPLE SHOW	**Booth / Room #:**	1234
		Customer / Ref #:	2015 - 001 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

SMART CITY ELECTRIC
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)
csr@smartcity.com

GEORGE R. BROWN CONVENTION CENTER
WATER ♦ DRAIN ♦ GAS ♦ AIR
CONTRACT

Company Name		**Booth / Room**	**Show Name:**
Billing Name			**Show Dates:** / / To / /
Billing Address			**Discount Order Deadline:**
City, State/Country, Zip			E-Mail
Contact		Telephone Number ( ) -	Fax Number ( ) -
Credit Card No .	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

Description	Discount Rate	Standard Rate	Quantity		Total	Internal
COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, ¼" Milton #715 Female Coupler)						
First Connection	$ 220.00	$ 270.00	_____	=	$ _____	PCA-1
Additional Connections	$ 110.00	$ 137.00	_____	=	$ _____	PCA-2
First Connection (24 Hr Service)	$ CALL	$ CALL	_____	=	$ _____	PCA-1-24
Special, Connection size: _____ CFM: _____ PSI: _____ (Call)			_____	=	$ _____	PCA-SPEC
WATER: (Service Outlet ¾")(For equipment only)						
First Connection	$ 140.00	$ 180.00	_____	=	$ _____	PW-1
Additional Connections	$ 90.00	$ 112.00	_____	=	$ _____	PW-2
Special, Connection size: _____ (Call)			____	=	$ _____	PW-SPEC
NOTE: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.						
DRAINAGE: (3" drain line)(For equipment only) Direct Tie-in						
First Connection	$125.00	$ 165.00	_____	=	$ _____	PD-1
Additional Connections	$ 90.00	$ 120.00	_____	=	$ _____	PD-2
Special, Connection size: _____ (Call)			_____	=	$ _____	PD-SPEC
FILL AND DRAIN: (One time only – Labor charge for additional fills)						
1 – 15 Gallons	$ 60.00	$ 78.00	_____	=	$ _____	PWD-15
16 – 70 Gallons	$ 75.00	$ 100.00	_____	=	$ _____	PWD-70
71 – 100 Gallons	$ 100.00	$ 125.00	_____	=	$ _____	PWD-100
101 – 200 Gallons	$ 150.00	$ 180.00	_____	=	$ _____	PWD-200
201 – 300 Gallons	$ 175.00	$ 200.00	_____	=	$ _____	PWD-300
301 – 400 Gallons	$ 210.00	$ 250.00	_____	=	$ _____	PWD-400
401 – 500 Gallons	$ 240.00	$ 275.00	_____	=	$ _____	PWD-500
501 – 1000 Gallons	$ 500.00	$ 550.00	_____	=	$ _____	PWD-1000
Addl 500 Gallons	$ 95.00	$ 105.00	_____	=	$ _____	PWD-SPEC
NATURAL GAS (Service Outlet ¾")						
All Services	$ CALL	$ CALL	_____	=	$ _____	PNG-1
LABOR: (Minimum ½ hour)						
Monday – Friday (8am-4:30pm)		$ 60.00 hr	_____	=	$ _____	P-LABOR
Monday – Friday (4:30pm-8am), Weekends, Holidays		$ 120.00 hr	_____	=	$ _____	P-LABOR-OT

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.

a. Subtotal Of Charges [all of the above]	: $ _____
b. 8.42% Tax [on Subtotal (a)]	: $ _____
c. 2.50% Tax Surcharge [on Subtotal (a)]	: $ _____
d. 16.72% Tax [on Tax Surcharge(c)]	:$ _____
e. Grand Total Of Order Due (a + b + c + d) :	**$ _____**

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Form Effective January 1, 2015 – December 31, 2015 **Customer No: 2015 - 001 -**

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. ******* Credit Card authorization must be on file *******

2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. **All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.**

3. Straight time labor is $60.00 per hour. There is a one half hour minimum charge.

4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.

5. Additional labor must be requested by the customer at the Service Desk. **LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**

6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.

7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.

8. **NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.**

9. Smart City Electric, Inc. Federal ID is 22-3369145.

10. **Discount rate applies to orders received 14 days prior to the SHOW MOVE-IN date. Standard rate applies to all others.**

11. Installations are due 24 hours before show opening.

12. **CANCELLATION** - There is a $50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

Complete and Return To

***** ORDERING SERVICES *****

☐ **MAIL CHECK OR FAX PAYMENT W/ORDER TO:**

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

***** FLOOR PLANS *****

☐ **MAIL OR FAX FLOOR PLANS TO:**

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(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: http://orders.smartcitynetworks.com/center.aspx?center=001

F R E E M A N

Proud to Serve as Your Official Audio Visual Provider

ALEA - Airborne Law Enforcement Association

July 13 - 18, 2015

Show Hours: July 15 - 17, 2015

George R. Brown CC | Houston, TX

ALEA EXPO 2015 HOUSTON, TX JULY 13-18

Order By: June 19, 2015 to Receive Early Order Pricing!

Exhibiting Company Name:	**Booth #:**

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color: Black -or- White		$295.00	$383.50	
32" Flat Panel Display (16:9, HD), with Dual Post Stand and USB Media Player		$920.00	$1,196.00	
42" Flat Panel Display (16:9, HD), with Dual Post Stand and USB Media Player		$1,040.00	$1,352.00	
46" Flat Panel Display (16:9, HD), with Dual Post Stand and USB Media Player		$1,235.00	$1,605.50	
55" Flat Panel Display (16:9, HD), with Dual Post Stand and USB Media Player		$1,445.00	$1,878.50	

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen (16:9, HD) with Dell Sound Bar & Wall Mount Bracket		$375.00	$487.50	
32" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$675.00	$877.50	
42" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$795.00	$1,033.50	
46" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$990.00	$1,287.00	
55" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$1,200.00	$1,560.00	
60" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$1,680.00	$2,184.00	
70" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$1,800.00	$2,340.00	
80" Flat Screen (16:9, HD) with Internal Speakers & Wall Mount Bracket		$2,800.00	$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		*Please call for pricing!*		
Mounting Bracket - (32"-70" Screen, Labor for mounting not included)		$150.00	$195.00	
Single Post Stand - (up to 24" screen, Labor for mounting not included)		$150.00	$195.00	
Dual Post Stand - (32"-70" Screen, Labor for mounting not included)		$225.00	$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen		$800.00	$1,040.00	
46" Touchscreen		$1,300.00	$1,690.00	
Please call for pricing on Touchscreens 65" and larger		*Please call for pricing!*		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		$275.00	$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$325.00	$422.50	
All-in-One PC (HP TouchSmart)		$500.00	$650.00	
Apple iPad		$175.00	$227.50	
iPad Stand - Choose Color: Black -or- White		$150.00	$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		$300.00	$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		$120.00	$156.00	
Blu-ray Player		$150.00	$195.00	
Coby Sound Bar		$75.00	$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$330.00	$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		$240.00	$312.00	
Please call for pricing on all Specialty Lighting Options		*Please call for pricing!*		

Early order rate is subject to a 30% increase when ordering equipment after June 19, 2015.

Contact Your Freeman Representative	Total Your Order	
SHELBY WALKER shelby.walker@freemanco.com **Phone:** 713.770.6780 **Fax:** 469.621.5620 **Online at:** www.freemanco.com **Don't see what you are looking for? Please call to discuss the options!**	**Equipment Sub-Total**	
	25% Handling Charge ($107.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor for wall/truss mounting ($75)	
	State Sales Tax (25%)	
	TOTAL CHARGES:	
	*** Please note for Monitor Stand & Mount Rentals:* *Additional labor may be required to mount client provided monitors* *** Electrical Services are not included in equipment pricing.*	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	**Booth Number:**
Exhibiting Company Name:	
Company Address:	**City / State:**
	Zip Code:
Phone:	**Fax:**
Email:	
Third Party (If Applicable)**:**	
Signature:	

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 713.770.6780 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of Delivery (Choose One)**:**

Tuesday, July 14, 2015	☐ 8am - 12pm	☐ 1pm - 5pm
Wednesday, July 15, 2015	☐ 8am - 12pm	☐

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (Choose One)**:**

☐	Master Card	☐	Check (in US Funds)
☐	Visa	☐	Bank Transfer (please call for details)
☐	American Express	☐	Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*** For your convenience, we will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

CATERING MENU

George R. Brown Convention Center & Theatre District

To all of our current and future clients, welcome.
We look forward to providing memorable experiences through unparalleled service in our exceptional venue.
Enjoy using the 2014-15 Interactive Cartering Menu by simply clicking on the menu item you are interested in.

GET STARTED

GRB HOUSTON
GEORGE R. BROWN CONVENTION CENTER

welcome

GRB HOUSTON
GEORGE R. BROWN CONVENTION CENTER

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Reintroduce yourself to the fine art of dining – the pleasure of leisurely sharing a great meal.

Savor the tastes, textures and aromas of the food and beverage, admire the presentation and be surrounded by pleasant conversation and laughter.

Reunite by coming together in an age old tradition built on a foundation of community and comfort. To break bread together and share a meal is to share a moment in time with comrades and to nourish the body and soul.

Reconnect with the land and the origins of food. Our commitment to preparing the best meal extends beyond production and presentation to include the entire food purchasing process. By partnering with local farmers, growers, ranchers and producers and by expanding our supply chain to include diverse vendors we have access to the best available ingredients and a network of supplier that share our dedication to sourcing sustainable menus.

The best events are successful when conversations are open, participants are engaged and the experience exceeds expectations. The best meals are prepared from the freshest, seasonal ingredients. Simple, honest food should excite the senses, tempt the palette and enhance the atmosphere. By combining great meals with great events we hope to provide you and your guests with an experience they'll always remember.

The enclosed menus provide a preview of our culinary capabilities. The entire team at the George R. Brown Convention Center & Theater District welcomes you. We are thrilled to open our kitchens and extend our service and look forward to enhancing your event experience. Please do not hesitate to contact your sales manager directly for more information.

breakfast

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Continental

Minimum 35 guests with service up to two hours. Prices are listed per person.

RISE AND SHINE 16.50
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Fruit Juice

Assorted Breakfast Pastries

Seasonal Sliced Fruit

HEALTHY START 19.50
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Fruit Juice

Assorted Breakfast Pastries

Seasonal Sliced Fruit

Whole Bananas

Individual Yogurt with Granola Topping

MORNING GLORY 23
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Fruit Juice

Assorted Breakfast Pastries

Seasonal Sliced Fruit

Whole Bananas

Yogurt Bar: Greek Vanilla Yogurt, Dried Fruit Mix, Fresh Seasonal Berries, Granola Topping, Chopped Nuts

BREAKFAST BOX ON THE GO 19.50
Granola Bar

Whole Seasonal Fruit

Individual Yogurt

Fresh Baked Muffin

Fruit Juice

ENHANCEMENTS

TURKEY SAUSAGE LINKS 2
2 per serving

APPLEWOOD SMOKED BACON 4.50
3 per serving

BREAKFAST TACOS 7 each
Choice of One - Bacon, Barbacoa, or Homestyle Hash Potatoes with Scrambled Eggs* and Shredded Cheddar in Flour Tortillas served with Pico de Gallo and Salsa Verde

BLOODY MARY BAR 11 each
Limes, Worcestershire Sauce, Tabasco, Pearl Onions, Celery and Peppered Bacon

Bartender Fee Applies

$35/hour with a four hour minimum per bartender

** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*
Prices do not include administrative charge and taxes.

Buffet

All selections include freshly brewed coffee, hot tea, decaffeinated coffee, assorted fruit juice, assorted breakfast pastries, seasonal fruit and bananas.

Minimum 35 guests with service up to two hours. Prices are listed per person.

BACON AND EGGS 28

Scrambled Eggs*
Applewood Smoked Bacon
Breakfast Sausage
Roasted Breakfast Potatoes
Assorted Fruit Yogurt

COUNTRY BREAKFAST 28

Applewood Smoked Bacon
Scrambled Eggs*
Breakfast Potatoes
Biscuits with Country Sausage Gravy

STEAK AND EGGS 28

Country Fried Steak, Gravy
Scrambled Eggs*
Southern Style Cheese Grits
Biscuits with Whipped Honey Butter

FRENCH TOAST 26

Texas French Toast with Vanilla Infused-Maple Syrup
Powdered Sugar, Fruit Compote
Breakfast Sausage
Scrambled Eggs* with Cheddar Cheese, Chives

ENHANCEMENTS

OMELETS MADE TO ORDER* 13

Features Whole Eggs, Egg Substitute, Crumbled Bacon, Diced Ham, Yellow, Green, Red Peppers, Onions, Shallots, Mushrooms, Spinach, Cheddar, Feta Cheeses

Chef Attendant Fees Apply ($35/hour with a four hour minimum per attendant

BREAKFAST CEREAL AND MILK 3.75

2%, Skim

KASHI OATMEAL 5

Individually Packaged; Honey, Chopped Nuts

STARBUCKS BOTTLED FRAPPUCCINO 8 each

Vanilla or Mocha

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Plated

All selections include freshly brewed coffee, iced water, orange juice and assorted breakfast pastries. Hot tea and decaffeinated coffee available upon request.

Minimum of 35 guests. Prices are listed per person.

SCRAMBLED EGGS* 20
Apple Smoked Bacon
Breakfast Potatoes
Grilled Tomato

CINNAMON BRIOCHE FRENCH TOAST 20
Vanilla Infused Maple Syrup
Breakfast Sausage
Grilled Pineapple, Fresh Berry Garnish

BRAISED BRISKET TOSTADA 27
Cumin-Braised Brisket
Scrambled Eggs*
Refried Black Beans
Green Chile Cheddar Potatoes with Salsa Verde

ENHANCEMENTS

MINI SEASONAL FRUIT SHOOTER 7
Maple Honey Glaze

SEASONAL FRUIT AND YOGURT PARFAIT 5.50

MIMOSAS 5

lunch

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Boxed

Selections include chips, whole seasonal fruit, chocolate chip cookie and bottled water.

FIESTA CHICKEN SALAD 19
Mixed Greens, Mesquite Grilled Chicken, Tomato, Cheddar Cheese, Cut Corn, Red Pepper Strips, Seasoned Black Beans, Ranch Dressing

VEGETARIAN GREEK SALAD 18
Chopped Romaine, Feta, Kalamata Olives, Red Onion, Cucumber, Pepperoncini, Greek Dressing
(Add chicken for $2.00 additional)

CHIPOTLE ROASTED CHICKEN SALAD SANDWICH 21
Fresh Made Chicken Salad, Chipotle Mayo, Red Leaf Lettuce, Avocado, Tomato, Sliced Croissant

MARINATED GRILLED VEGETABLE WRAP 21
Portobello Mushroom, Bell Pepper, Zucchini, Tomato, Red Onion, Daikon Sprouts, Provolone, Spinach Tortilla

ROAST BEEF* AND CHEDDAR 22
Red Onion Marmalade, Tomato, Arugula, Rosemary Bread

ROAST TURKEY AND SMOKED GOUDA 19.50
Red Leaf Lettuce, Tomato, Bermuda Onion, Wheatberry Bread

HONEY HAM AND SWISS 19.50
Mesclun Greens, Tomato, Bermuda Onion, Soft Hoagie Roll

CAPRESE AND GRAIN SALAD (GLUTEN FREE) 24
Mixed Greens, Roma Tomato, Mozzarella, Quinoa, Parsley, Lemon
Whole Seasonal Fruit, Gluten-Free Dessert, Bottled Water

** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*
Prices do not include administrative charge and taxes.

Buffet

Buffets are served with iced tea and water. Coffee and hot tea is available by the gallon.

Minimum 35 guests with service up to two hours. Prices are listed per person.

URBAN COWBOY 38

Baby Mix Greens with Cracked Mustard Vinaigrette, Buttermilk Herb Ranch

Mustard Potato Salad

Chili Cumin Rubbed Rotisserie Chicken with Orange Ginger BBQ Sauce

Brisket with Shiner Bock BBQ Sauce

Pecan-Smoked Peppered Sausage with Bourbon BBQ Sauce

Roasted Corn with Chile-Lime Butter

Three-Cheese Mac and Cheese

Jalapeno Cornbread, Buttermilk Biscuits with Whipped Butter

Chocolate Bourbon Pecan Tarts

Pineapple Upside-Down Cake

ADRIATIC DELIGHT 41

Mediterranean Green Bean Salad with Mixed Greens Balsamic Glazed Onions, Toasted Almonds, Herbed Vinaigrette, Italian Dressing

Cucumber Salad with Tomatoes, Dill

Oven Roasted Cod with Stewed Yellow, Red Tomato Concasse

Mediterranean Chicken with Lemon Caper Sauce

Molasses Roasted Squash, Red Lentil Casserole

Yellow Rice, Seasonal Vegetable Medley

Assorted Rolls, Butter

Walnut Baklava

Coconut Cake

ITALIAN INFUSION 35

Romaine with Grated Parmesan, Garlic Croutons, Sundried Tomato Caesar Dressing, Balsamic Vinaigrette

Orzo Salad with Roasted Vegetables

Chicken Saltimbocca with Sage Au Jus

Mascarpone Ravioli in Smoked Tomato Ragu

Ratatouille

Garlic Breadsticks

Tiramisu

Chocolate Cannoli

SOUP AND SALAD 26

Choice of Two Soups:
Roasted Corn Chowder, Creamy Butternut Squash, Garden Vegetable Minestrone, Smoked Tomato Bisque or Chicken Tortilla

Mixed Seasonal Greens, Cucumber, Roasted Peppers, Red Onion, Tomatoes,

Olives, Mushrooms, Bacon Crumbles, Diced Ham, Turkey, Cheddar, Feta,

Shaved Asiago, Cornbread Croutons, Balsamic Vinaigrette, Buttermilk Herb Ranch

Artisan Rolls, Gourmet Crackers

Fresh Fruit Tarts

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Prices do not include administrative charge and taxes.

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GRB DELI 27

Mixed Green Salad with Tomatoes, Carrot Curls, Cucumbers, Balsamic Vinaigrette, Classic Ranch Dressing

Kettle Chips

Sliced Roast Turkey, Smoked Ham, Roast Beef*

Sliced Provolone, Swiss, Sharp Cheddar

Lettuce, Red Onion, Tomato, Kosher Dill Pickles

Dijon Mustard, Mayonnaise, Horseradish Cream

Fresh Sliced Breads, Kaiser Rolls

Chocolate Cake

PACIFIC RIM 32

Cucumber, Tomato Salad with Sesame-Citrus Vinaigrette

Asian Slaw with Peanut Soy Dressing

Spicy Orange Grilled Chicken Stir Fry

Beef with Broccoli

Vegetable Egg Rolls with Sweet, Sour Dipping Sauce

Bok Choy, Baby Carrots

Steamed Jasmine Rice

Lemon Bars

Almond Cookies

PRE-MADE SANDWICHES 29

Bowtie Pasta Salad with Peppers, Olives, Broccoli, Cucumber

Combination of
Smoked Turkey with Gouda
Roast Beef* with Cheddar
Grilled Chicken BLT
Seasonal Veggie Wrap on Spinach Tortilla

Kettle Chips

Horseradish Sauce, Deli Mustard, Mayo, Kosher Pickles

Assorted Dessert Bars

SAVORING THE SOUTHWEST 35

Mixed Seasonal Greens, Tequila-Lime Vinaigrette, Chipotle Ranch

Candied-Orange Guacamole with Tortilla Chips

Grilled Chicken, Beef Fajitas*

Vegetable Fajitas (Pepper Medley, Caramelized Onions)

Refried Beans, Spanish Rice, Mexi-Blend Cheese, Sour Cream, Roasted Salsa Roja, Jalapenos

Corn, Flour Tortillas

Cinnamon-Sugar Churros

Tres Leches

Add 3 oz. Garlic Grilled Shrimp $8

a la carte

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A La Carte

Due to perishability, snacks items may not be charged on consumption.

Breakfast Sandwiches Freshly Baked Buttermilk Biscuit with Choice of Egg* and Cheese or Sausage, Egg* and Cheese	7.00 each
Kettle Chips with French Onion Dip	3.75 per person
Tortilla Chips with Salsa and Guacamole	4.50 per person
Pita Chips with Hummus and Spinach Dip	5.75 per person
Assorted Fruit and Ice Cream Novelties **Requires freezer rental at $75 per day (operates on 120 V electricity- Contact Smart City for pricing)	5.00 each
Assorted Cookies Chocolate Chip, Macadamia Nut, Oatmeal Raisin, Peanut Butter	51.00 per dozen
Chocolate Fudge Brownies Nuts Optional	48.00 per dozen
Assorted Breakfast Breads, Pastries and Muffins	54.00 per dozen
Assorted Bagels and Cream Cheese	60.00 per dozen
Assorted Candy Bars	4.00 each
Granola Bars	2.75 each
Individual Fruit & Vanilla Greek Yogurts	4.25 each
Assorted Whole Seasonal Fruit	3.00 each
Individual Assorted Bags of Snacks	3.75 each
Jumbo Soft Pretzels with Spicy Mustard	5.75 each
Chocolate-Dipped Strawberries	3.75 each

Drinks

Assorted Soft Drinks	3.25 each
Bottled Water	3.25 each
Red Bull Energy Drinks	8.50 each
Assorted Fruit Juices	3.75 each
Seasonal Berry and Mint Infused Water 5 gallon minimum applies	37.00 per gallon
Citrus and Basil Infused Water 5 gallon minimum applies	37.00 per gallon
Lemonade	37.00 per gallon
Iced Tea	37.00 per gallon
Arnold Palmer Iced Tea	40.00 per gallon
Fruit Punch	37.00 per gallon
Fresh Brewed Coffee, Decaf and Tazo Hot Tea	54.00 per gallon
Iced Coffee	54.00 per gallon
Water Cooler Rental 5 Gallon Water Jug	100.00 per day 40.00 each

break

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Meeting Break Packages

Coffee and hot tea is available by the gallon.

Minimum 35 guests with service up to one hour. Prices are listed per person.

HOUSTON TRAIL RIDERS 13

Big Cheese Trail Mix (Nacho Peanuts, Cheese Pretzel Gems, Rye Chips, Sesame Seed Breadsticks, Plain Breadsticks, Cheese Sesame Sticks, Cheese Crackers)

Berry Good Mix (Pineapple, Golden Raisins, Blueberries, Cranberries, Walnuts, Almonds, Cherries)

Happy Hour Mix (Cashews, Pecans, Almonds, Cajun Hot Corn Sticks, Rice Snacks, Wasabi Peas, Butter Toffee Peanuts, Hot Mustard Pretzels)

Beef Jerky

Assorted Soda, Bottled Water

ENERGY BAR 13.50

Nutrigrain Bars, Whole Fresh Fruit, Individual Fruit Yogurt with Granola Mix Topping, Granola Bars

Assorted Sodas, Bottled Water

SOUTH OF THE BORDER 11

Tortilla Chips with Tomatillo Salsa, Pico de Gallo, Guacamole, Queso, Grapefruit Margarita Water

Assorted Sodas

SWEET SHOPPE 14

Gummy Bears, Assorted Jelly Beans, Yogurt-Covered Raisins, Mini Chocolate Chip Cookies, Soda Bar (Peach, Vanilla, Cherry Syrups), Bottled Water

AT THE BALLPARK 13

Soft Pretzels, Nachos (Queso, Chili, Pickled Jalapenos), Cracker Jacks

Assorted Sodas, Bottled Water

GOURMET CHEESE BOARD 12.50

Imported and Domestic Cheeses (May Include Gorgonzola, Brie, Fontina, Bleu, Cheddar, Mozzarella), Seasonal Fruit Garnish, Lavosh, Crackers

Assorted Sodas, Bottled Water

CHOCOLATE OVERLOAD 11.50

Miniature Chocolate Chip Cookies, Mini Fudge Brownies, Chocolate-Covered Strawberries, Assorted Miniature Chocolate Bars

Milk (2%, Skim), Bottled Water

NATURE HIKE 14.50

Yogurt Parfaits with Granola, Fresh Berries

Granola Bars

Sweet Trail Mix

Cucumber-Mint Infused Water, Lemonade, Bottled Water

ENHANCEMENTS

INFUSED WATER 2.50

minimum 35 guests

ASSORTED MUFFINS AND PASTRIES 3.50

KETTLE CHIPS WITH BUTTERMILK RANCH AND FRENCH ONION DIP 3

reception

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Hors d'oeuvres

All selections are based on a minimum of 50 pieces.

Cold

CHILLED BEEF TENDERLOIN CROSTINI* 350

TOMATO-MOZZARELLA BASIL SKEWER 200

BOURSIN CUCUMBER CUP 200

SEARED SCALLOP 425
Jalapeno-Bacon Jam, Citrus Vinaigrette, Mixed Greens

SEASONAL CRUDITÉS SHOOTERS 300
Buttermilk Herb Ranch

JUMBO SHRIMP COCKTAIL 275
Remoulade, Cocktail Sauce, Lemon Wedges

ASIAN CHICKEN SALAD TARTLET 200

MINI BAGUETTE 200
Pesto Goat Cheese, Tomato

TOMATO BRUSCHETTA ON CROSTINI 200

Assorted Tea Sandwiches per dozen

WATERCRESS AND SMOKED SALMON 30

CURRIED CHICKEN SALAD 30

BOURSIN AND CUCUMBER 30

ROAST BEEF* AND HORSERADISH 36

Hot

PESTO LOLLIPOP LAMB CHOPS* 395

SHINER BOCK BEEF* SLIDER 275

CHICKEN WAFFLE CONES 350
Peppered Bacon, Honey Maple Glaze, Scallions

ADOBO CHICKEN TAQUITO 200
Cilantro Dipping Sauce

SPICY BBQ PORK SLIDERS 275
Asian Slaw

BACON-WRAPPED STUFFED JALAPENOS 225
Texas Peach BBQ Sauce

GOAT CHEESE AND CARAMELIZED ONION FLATBREAD SQUARE 200

PORK POTSTICKERS 200
Ginger Hoisin Sauce

BLACK BEAN EMPANADAS 225
Chipotle Ranch

CHIPOTLE HONEY CHICKEN WINGS 150

VEGETARIAN EGG ROLLS 200
Ginger Soy Dipping Sauce

** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*
Prices do not include administrative charge and taxes.

Displays and Platters

Prices are listed per person.

ANTIPASTO MISTO 10.75
Prosciutto, Capicola, Peppered Sausage, Sopressata, Mozzarella, Provolone
Sweet Cherry Peppers, Marinated Olives, Artichokes, Pepperoncini
Focaccia, Breadsticks

IMPORTED AND DOMESTIC CHEESE 9.50
Brie, Smoked Gouda, Dill Havarti, Fontina, Bleu, Cheddar, Gruyere
Seasonal Fruit Garnish, Lavosh, Gourmet Crackers

ROASTED AND GRILLED VEGETABLES 6.50
Portobello, Asparagus, Red Peppers, Zucchini, Carrots, Eggplant, Yellow Squash, Extra Virgin Olive Oil, Aged Balsamic Vinegar, Sun-Dried Tomato Hummus, Pita Bread

FRESH VEGETABLE CRUDITÉ 8
Baby Carrots, Celery, Zucchini, Bell Peppers, Yellow Squash, Grape Tomatoes, Cucumbers, Buttermilk Herb Ranch

FRESH SLICED FRUIT AND SEASONAL BERRIES 7
Grand Marnier Yogurt Dip

PETITE TEMPTATIONS 14.50
Nutella S'Mores Shooters

Churros with Macerated Berries, Caramel Sauce, Cinnamon-Sugar, Whipped Cream

Stout Beer Parfaits with Caramel Sauce, White Chocolate Mousse

** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*
Prices do not include administrative charge and taxes.

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Reception Stations

Most stations will require an attendant. Prices are listed per person.
Culinary attendants charged at $35/hr. (4 hour minimum applies)

LITTLE ITALY 12.50
Grilled Chicken
Assorted Miniature Pasta
Smoked Gouda, Provencal Sauces
Peppers, Sun-Dried Tomatoes, Spinach, Mushrooms

GOURMET MAC-N-CHEESE 13.50
Four-Cheese, White Truffle, Sharp Cheddar

Braised Short Rib, Roasted Chicken

Caramelized Apples, Chives, Red Onion Chutney, Fried Shallots, Wild Mushrooms

FISH TACOS* 11
Citrus-Grilled Tilapia with Cilantro Lime Slaw, Black Bean, Roasted Corn Mash

Scotch Bonnet Aioli, Warm Corn Tortillas

STEAMSHIP ROUND OF BEEF* 12
minimum 150 guests
Creamy Horseradish Sauce, Dijon Mustard, Mayo

Miniature Onion, Silver Dollar Rolls

HERB CRUSTED BREAST OF TURKEY 12
Herbed Aioli, Dijon Mustard

Jalapeno Cornbread Squares

ROMAINE CAESAR SALAD BAR 9
Smoked BBQ Chicken, Cornbread Croutons, Fried Capers, Fresh Shaved Parmesan Cheese, Vine Ripe Tomatoes, House Made Caesar Dressing

TEX-MEX RICE BAR 11.50
Yellow, Cilantro, Black Bean Rice

Chicken Tinga, Carne Asada*, Mexican Squash Ranchero (Vegetarian)

Diced Tomatoes, Sour Cream

GUACAMOLE AND SALSA BAR 8.50
Fresh Classic Guacamole

BLT Guacamole

Roasted Corn, Cucumber Salsa

Roasted Red Salsa

Tomatillo Salsa

Tortilla Chips, Plantain Chips

SLIDER DOGS AND TRUFFLE PARMESAN TATER TOTS 11
Chicago Style: Tomato, Dill Pickle Spear, Celery Salt, Yellow Mustard

New York Style: Sauerkraut, Chopped Onion, Deli Mustard

Texas Style: Grated Cheddar Cheese, Chili, Jalapenos

VIENNESE COFFEE BAR 9
minimum 50 guests

Brandy, Whiskey, Amaretto Disaronno, Kahlua

Chocolate Sauce, Cinnamon Sticks, Chocolate Shavings, Whipped Cream

Bartender Fee Applies
$35/hour with a four hour minimum per bartender

plated

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Entrées

Plated meals are served with bread, whipped butter, freshly brewed coffee, iced tea and water.
Salads and desserts are priced separately.
Minimum of 35 guests. Prices are listed per person.

HERB-CRUSTED BEEF TENDERLOIN* 50
Chipotle Butter

PAN-SEARED SALMON* 34
Lemon-Butter Beurre Blanc

BRAISED SHORT RIBS 48
Applewood Smoked Bacon,
Aged Vinegar Reduction

CHARGRILLED FLAT IRON* 35
Red Wine Demi-Glace

PARMESAN-CRUSTED CHICKEN BREAST 25
Roasted Tomato Ragout

FRENCHED CHICKEN BREAST 25
Thyme Au Jus

GRILLED PORK CHOP 37
Rosemary Teriyaki Butter Glaze

ATLANTIC COD* 24
Sweet Thai Chile Sauce

CITRUS-CHILE MARINATED CHICKEN 25
Chipotle Honey Glaze

Accompaniments

Please select (1) Starch and (1) Vegetable

Herbed Cous Cous
Roasted Garlic Mashed Potatoes
Chive Potato Puree
Salt-Crusted Fingerling Potatoes
Cilantro Rice
Parmesan Risotto
Pesto Polenta

Sugar Snap Peas
Wilted Spinach and Button Mushrooms
Seasonal Mixed Vegetables
Haricot Verts
Glazed Carrots
Roasted Corn Relish
Grilled Calabasitas

Additional $3.50 for the following sides:

Four-Cheese Macaroni
Roasted Root Vegetables
Quinoa Pilaf
Wild Rice Pilaf

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Prices do not include administrative charge and taxes.

Light Fare Entrées

Plated meals are served with bread, whipped butter, freshly brewed coffee, iced tea and water. Salads and desserts are priced separately.

Minimum of 35 guests. Prices are listed per person.

SMOKED CHICKEN AND PENNE 26
Warm Sliced Chicken Breast, Penne Pasta, Sun-Dried Tomato, Basil, Artichokes
Garlic Mascarpone Crème Sauce

TEX-MEX CHICKEN WRAP 18
Chipotle Grilled Chicken, Crisp Romaine, Roasted Peppers, Cotija Cheese
Cilantro, Black Bean, Roasted Corn Salad

CHICKEN CAESAR SALAD 22
Grilled Chicken Breast, Romaine, Parmesan, Garlic Croutons, Basil Crostini
Caesar Dressing

Specialty Entrées

Plated meals are served with bread, whipped butter, freshly brewed coffee, iced tea and water. Salads and desserts are priced separately.

Minimum of 35 guests. Prices are listed per person.

VEGETARIAN 22
Roasted Seasonal Vegetable Lasagna with Zesty Marinara Sauce

MUSHROOM STRUDEL 30
Buttery Pastry, Butternut Squash Puree, Balsamic Reduction

VEGAN 22
Tofu Stir Fry: Grilled Tofu, Sautéed Mushrooms, Vegetables, Soy Ginger Sesame Sauce, Steamed Jasmine Rice

PORTOBELLO "FILET" 23
Herb-Crusted Portobello Mushroom, Caramelized Onions, Root Vegetable Ragout, Garlic Mashed Potatoes

GLUTEN-FREE 25
Goat Cheese Napoleon: Grilled Eggplant, Portobello Mushroom, Tomato, Zucchini, Smoked Tomato Coulis

GARDEN VEGETABLE AND RICOTTA TORT 32
Chunky Tomato Basil Sauce with Olives, Capers, Red Pepper Relish

KOSHER Market

** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*
Prices do not include administrative charge and taxes.

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Duo Entrees

Plated meals are served with bread, whipped butter, freshly brewed coffee, iced tea and water. Salads and desserts are priced separately.

Minimum of 35 guests. Prices are listed per person.

CHARRED BEEF TENDERLOIN* AND MAPLE GLAZED SCALLOPS* 52

Charred Tenderloin with Smoked Bacon, Apple Balsamic Glaze
Maple Glazed Scallops
Boursin Mashed Potatoes
Seasonal Vegetables

GRILLED TENDERLOIN* AND GULF COAST SHRIMP 47

Tenderloin with Cracked Pepper Demi-Glace, Caramelized Shallots
Gulf Coast Shrimp, Garlic, Southern Spices
Herbed Potato Dauphinoise, Grilled Asparagus

PARMESAN-CRUSTED CHICKEN AND STRIPED BASS* 36

Parmesan-Crusted Chicken Breast with Goat Cheese, Olive Tapenade
Striped Bass with Artichoke Cream Sauce
Lemon Mascarpone Risotto
Seasonal Baby Vegetables

CHICKEN AND PAN-SEARED SALMON* 36

Seared Airline Chicken Breasts with Mushroom Tomato Ragout
Pan-Seared Salmon with Red Pepper Coulis
Grilled Roasted Garlic Polenta Cake
Baby Mixed Vegetables

ENHANCEMENTS

TAPAS 4

Hearts of Palm Salad with Roasted Red Peppers

LEMON-THYME SORBET 4

PEACH ICED TEA 2

Salad

POACHED PEAR SALAD 9
Mixed Greens, Poached Pear, Teardrop Tomatoes, Crushed Pistachios, Honey Goat Cheese Crostini
Honey Mustard Champagne Vinaigrette

CAPRESE SALAD 9
Vine-Ripened Tomatoes, Mozzarella, Basil Drizzled with Balsamic Vinegar, Extra Virgin Olive Oil

WEDGE SALAD 6.75
Bleu Cheese, Bacon Crumbles, Tomatoes
Bleu Cheese Vinaigrette

CAESAR SALAD TEJANA 6.50
Romaine, Cornbread Croutons, Parmesan Cheese, Capers, Tomato, Kalamata Olives
Chipotle Caesar Dressing

HARVEST SALAD 5.75
Mixed Greens, Tomato, Cucumber, Carrot Curls Lemon-Herb Vinaigrette

FARMERS' MARKET SALAD 5.75
Iceberg, Romaine, Mandarin Oranges, Shaved Parmesan, Sundried Cranberries
Pineapple Vinaigrette

Prices do not include administrative charge and taxes.

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Dessert

CHOCOLATE FANTASY 9
Devil's Food Cake with Coconut, Pecan Praline Sauce

CRÈME BRULEE CHEESECAKE 7.50
Whipped Cream, Macerated Berries

CHOCOLATE BREAD PUDDING 7
Vanilla Crème Anglaise

OLD FASHIONED CARROT CAKE 6.50
Traditional Cream Cheese Icing

TRES LECHES CAKE 6
Rum Milk Syrup, Vanilla Cream Swiss Meringue, Fresh Strawberry Garnish

FRUIT AND BERRY TART 8
Crème Anglaise

FLOURLESS CHOCOLATE CAKE (GLUTEN FREE) 9
Seasonal Berry Garnish

beverages

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Bar Beverages

Please see your Sales Manager for Additional Selections

PREMIUM SPIRITS

Finlandia Vodka, Bombay Original Gin, Bacardi Superior Rum, Jack Daniels Whiskey, Jim Beam Bourbon, Dewar's Scotch, Jose Cuervo Gold Tequila

BEERS

Budweiser, Bud Light, Miller Lite, Corona, St. Arnold Amber, Shiner Bock, St. Pauli Girl N/A

HOSTED CONSUMPTION/CASH BAR	Hosted	Cash
Premium Spirits	6.50	7.00
Top Shelf Spirits	7.00	7.50
Super Top Shelf Spirits/Cordials	8.00	8.50
House Wine (glass)	5.50	6.00
Domestic Beer	5.50	6.00
Imported, Craft Beer	6.25	6.75
Soft Drinks	3.25	3.75
Spring Water	3.25	3.75
Sparkling Mineral Water (Perrier)	4.00	4.50
Juices (Orange, Apple, Cranberry)	3.75	4.25

BEER BY THE KEG

DOMESTIC KEG BEER 475

Budweiser, Bud Light, Miller Light

IMPORT KEG BEER 675

Shiner Bock, St. Arnolds, Heineken, Corona & Amstel

BAR PACKAGES

Must be purchased for full guest guarantee

One Hour	15.00 per person
Two Hours	20.00 per person
Three Hours	28.00 per person
Four Hours	36.00 per person
Five Hours	48.00 per person

Prices do not include administrative charge and taxes.

Crafted Cocktails

ORIGINAL MARGARITA 8 each
Traditional Blend of Tequila, Triple Sec, Fresh Lime Juice

Also Available in Mango, Acai Berry Flavors

POMEGRANATE MOJITO 8 each
Rum, Fresh Mint, Lime
A Cuban Classic with a Twist!

BLUE AMERICANA 8 each
Sparkling Wine Combined with Luscious Blackberries, Blueberries, Blue Curacao

BLOODY MARY 7.75 each
Vodka, Tomato Juice, Worcestershire Sauce, Tabasco, Olives, Pearl Onion, Celery Garnish

WHITE SANGRIA 7.50 each
Sauvignon Blanc, Pinot Grigio, Brandi, Fresh Citrus Fruit, Sugar, Club Soda

MIMOSA 7.50 each
Fresh Orange Juice, House Champagne

TEXAS TEA 7.50 each
Lemonade, Deep Eddie's Sweet Tea Vodka, Sugared Rim

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Wine

SPARKLING

Domaine Chandon Brut, California 65
Prosecco, Zonin, Italy 40
Moscato, Beringer, California 28

WHITE

Sauvignon Blanc, Kim Crawford, New Zealand 65
Chardonnay, Sonoma-Cutrer, California 55
Chardonnay, William Hill, California 40
Pinot Grigio, Ecco Domani, Italy 35
Chardonnay, Canyon Road, California 28

RED

Malbec, Tamari Reserva, Argentina 55
Pinot Noir, MacMurray Ranch, California 50
Cabernet Sauvignon, Louis Martini, California 42
Zinfandel, Gnarley Head Old Vine, California 40
Red Blend, Ménage a Trois, California 38
Merlot, Casa Lapostolle, Chile 35
Red Blend, Apothic Red, California 35
Cabernet Sauvignon, Canyon Road, California 28

Prices do not include administrative charge and taxes.

Catering Standards and Guidelines

FOOD AND BEVERAGE REGULATIONS

The George R. Brown Convention Center & Theater District is managed and operated exclusively by Aramark Sports and Entertainment Services, LLC. All food and beverage items served within the George R. Brown Convention Center & Theater District must be prepared and presented by Aramark. Outside food and beverage is not permitted.

Aramark, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Texas Alcohol and Beverage Commission (TABC) rules and regulations. Bringing in alcoholic beverages is not permitted.

Event Planning

FOOD AND BEVERAGE ORDER SPECIFICATIONS

To ensure the proper planning of your event, we kindly request that all food and beverage specifications be received in writing by our office no less than 45 days prior to the date of your first scheduled service.

CONFIRMATION OF ORDERS

Upon receipt of all written food and beverage specifications, your Catering Sales Manager will review then and, in turn, provide you with written confirmation of services. The confirmation will be in the form of individual event orders for each individual service along with an Aramark catering services agreement outlining the specific agreements between the customer and Aramark Sports and Entertainment Services, LLC. If the signed catering service agreement is not received at least 60 days prior to the first scheduled event, menu prices are subject to change. Signed event orders must be received no less than 30 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review sign and return event orders upon their receipt. The event orders, when completed, will form part of your contract.

90 DAYS	60 DAYS	45 DAYS	30 DAYS	7/5/3 DAYS
Credit Application for Master Account DUE **if applicable	Deposits and Signed Service Agreement	DUE F&B Specifications	DUE Signed Event Orders	DUE Final Guarantees Due

PAYMENT POLICY

Our policy requires 100% of total estimated charges in advance of the first scheduled event.

ACCEPTABLE FORMS OF PAYMENT

Wire transfers, company check, American Express, VISA, MasterCard and Discover are considered acceptable forms of payment. Incoming wire transfers will be charged a $25 wire fee. If the customer prefers to pay by company check, a credit card authorization form is required to facilitate on-site orders and changes to existing orders. If payment is received within less than five (5) business days prior to the event, a credit card payment will be required.

ADVANCE DEPOSIT/MASTER ACCOUNTS

To establish a master account for direct billing, please contact your Catering Sales Manager. Approval is based on credit history and all credit applications must be returned for review no less than 90 days prior to the date of the first scheduled event. For customers who qualify for direct billing and whose orders exceed $100,000, we require an advance deposit of 75% of the estimated total charges prior to the first scheduled event. The remaining 25% plus any additional services ordered on-site will be due NET 30 upon presentation of final invoice. A finance fee of 1.5% per month (or, if lower, the maximum legal rate) will be assessed on all payments not made within 30 days.

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FINAL GUARANTEES

To ensure the success of your event(s), it is necessary that we receive your "final guarantee" (confirmed attendance) for each meal function according to the following:

EVENT UP TO 500 PEOPLE	EVENTS 501-2,500 PEOPLE	EVENT OVER 2,500 PEOPLE
Three (3) business days prior to event	Five (5) business days prior to event	Seven (7) business days prior to event

Please note that the above schedule excludes weekends and holidays. Once final guarantees are submitted, the counts may not be decreased.

OVERAGES

For every plated event, Aramark shall be prepared to serve 5% over the final guarantee, up to a maximum of 50 meals. This excludes buffets, box lunches and breaks. The client will be charged based upon the final guarantee or the actual number of meals served, whichever is greater. Aramark will make every effort to accommodate increases to your count(s) after the Final Guarantee is due. However, any increases exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the Final Guarantee timeline, the 5% overage will no longer apply. If overset tables are utilized, they will not be pre-set with food or beverage unless requested (additional charges will apply).

SPECIAL MEALS

Your Catering Sales Manager is available to consult with you on special meal requests and pricing to serve vegetarian, gluten free, vegan, kosher, halal and other dietary restrictions. Such special requests are due 21 days in advance of your event. These special meal requests are to be included in your final guaranteed attendance. Special meal requests added on-site are subject to availability.

MINIMUM REQUIREMENT FOR MEAL FUNCTIONS

There is a minimum guarantee of 35 guests for table service, buffet meal or box lunch functions. If the guaranteed attendance is less than 35 guests, a $100 small group fee will be applied to each function.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

TAXES AND FEES

All food and beverage items and equipment rentals (including alcoholic beverages) are subject to a 20% administrative fee, applicable 8.25% Texas sales tax and 8.25% Alcohol Tax. The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees and is not distributed to employees. The administrative fee and sales tax are subject to change at any time and without notice. Please note that all administrative fees and delivery charges are taxable in the state of Texas. Labor fees are also subject to applicable Texas sales tax. Tax exempt organizations must provide a Texas Sales and Use Tax Exemption Certificate, which must be on file prior to the event if applicable.

DELIVERY AND REFRESH FEES

A $25 delivery fee will be assessed for each initial delivery. This includes exhibitor catering, buffets and breaks, but does not apply for plated meal functions. A $25 refresh fee will be assessed for each on-site request for additional services.

Catering Standards and Guidelines

General Information, Policies and Procedures

TABLE STANDARDS

The Aramark catering minimum standard for a plated/seated meal is for the service at tables of 10 guests with (1) server per 25 guests. For buffet meals, the Aramark minimum standard is (1) server per 75 guests. A fee will be applied for any request for additional wait staff to service the event at $35 per hour, per server plus applicable sales tax with a four (4) hour minimum.

CHINA SERVICE

China and glassware are standard for seated meal services. All other services including beverages, buffets, boxed lunches, breaks, receptions that do not accompany dinner and bar-only functions will be served on biodegradable compostable ware unless requested by the client and a $3.00 service fee per person, per function plus applicable sales tax will be applied. China is not allowed on the exhibit hall floor and exhibitor booth services will be served on biodegradable compostable ware only.

LINEN SERVICE

Round tables for full meal functions are dressed with white 90x90 lap-length linens. White linen napkins will be provided for plated meal functions only. Roll in tables will be provided for buffet services and dressed with black linen. Linens will not be provided for room sets that do not have meal functions and additional table linens are available to rent. For specialty linen packages please consult your Sales Manager.

ALCOHOL SERVICE

Aramark, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Texas Alcohol and Beverage Commission (TABC) rules and regulations. In compliance with Texas state law, all beer, wine, and liquor is supplied by Aramark and must be served by an Aramark employed TABC Certified Bartender. No alcoholic beverages may be removed from the George R. Brown Convention Center or Theater District. Bringing in alcoholic beverages is not permitted and customer must comply with all applicable local and state liquor laws.

EXTENDED PROGRAM/SERVICE TIMES

Our services are based upon the following time guidelines, timed from doors open to doors closed.

BREAKFAST	LUNCH	SNACKS/BEVERAGE BREAKS	RECEPTION	DINNER
2 Hours	2 Hours	1 Hour	2 Hours	3 Hours

Any extended program or delay in service is subject to additional hourly labor fees.

Please note that if your event includes a scheduled program, we ask that you submit a detailed timeline at least three (3) business days prior to your event to ensure that sufficient consideration is made in planning your event. The timeline should include service start/break/end times, and if applicable, times when staff should vacate the floor. Events scheduled for Public Holidays and late night services may incur additional labor fees.

MEETING BREAK PACKAGES

Meeting breaks are priced and designed to endure a maximum of one hour of service. Should the time be requested for extension of services, a per person charge equivalent to the price paid (per person) will apply for each additional hour.

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Services and Upgrades

STAFFING AND ATTENDANTS

$140 each for a four (4) hour minimum, $35.00 each additional hour and is subject to applicable sales taxes.

Wait Staff	(1 per 100 guests)
Booth Service Attendant	
Bartender	(1 per 100 guests)
Cashier for Cash Bar	(1 per 100 guests)
Chef/Carver	(1 per 25 guests)
Wine Stewards	(1 per 100 guests)

SERVICE UPGRADES

Item placement (menus, books, favors, etc.) - $1.00 per item and is subject to the administrative fee and applicable sales taxes. Specialty linens available for an additional rental charge and is subject to the administrative fee and applicable sales taxes.

Floral arrangements upon request for an additional charge and is subject to the administrative fee and applicable sales taxes.

EXHIBITOR FOOD AND BEVERAGE POLICY

Aramark is the exclusive provider of all food and beverages at George R. Brown Convention Center & Theater District. As such, any requests to bring in outside food and beverages will be at the caterer's discretion and will be considered on a case by case basis. Please inquire with your sales professional as additional fees may be incurred. This includes requests for exhibitor amenities such as logo-bottled water, hard candies and sample products.

Exhibitor catering is not responsible for nor will we supply table and chair equipment, trash removal or electrical for your booth. You must order through your service contractor. Our food and beverages are provided on compostable disposable ware. Exhibitor catering is not charged on consumption. Aramark requires that an Aramark employed TABC certified bartender must dispense all alcoholic beverages and any remaining product must remain on premises. All show orders must be received a minimum of 14 days prior to the show to ensure availability of the food and beverages, and appropriate staffing to prepare, deliver and service your account. A 10% late charge will apply to all orders received within 14 days of the show.

aramark

TRADE SHOW FURNISHINGS 2015

Product Catalog

CORT®

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PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

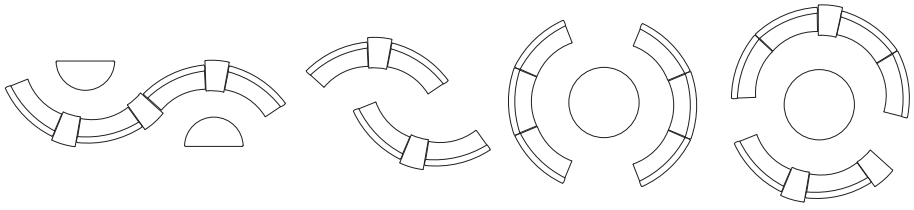
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

HS008

HC008

HCH08

HEA08

Suggested Uses of Heathrow

SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

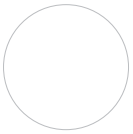
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

BS001

BS002

BS003

RSTSTL

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

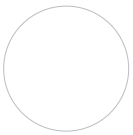
WTB

WTC

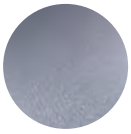
TABLE TOP OPTIONS

MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED

BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

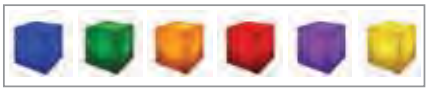
LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide



CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

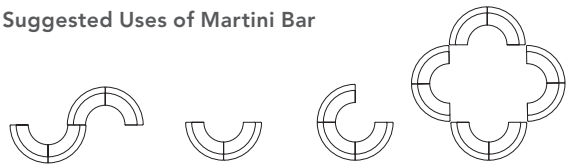
CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

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DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		**Show Date:**	
Venue:			

DALLAS DISTRICT
SERVICE AREA: TX, OK, AR
Please fax or mail both pages to:
CORT Trade Show Furnishings
1505 Valwood Parkway, Suite 100
Carrollton, TX 75006
Phone: 214-638-6101
Fax: 972-919-3979

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
		Order Total:	
		Late Order Fee: (Add 30%)	
		State Tax: (excluding NV, CA & OR)	
		TOTAL DUE:	
Credit Card:			
Exp Date:		**BILLING ZIP CODE:**	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	$ 409	
SFA003		Roma Sofa	White Vinyl	$ 599	
CHR001		Mirabel Chair	Brown Leather	$ 386	
SFA001		Mirabel Sofa	Brown Leather	$ 592	
CHR002		Allegro Chair	Blue Fabric	$ 369	
SFA002		Allegro Sofa	Blue Fabric	$ 525	
OCB		Key West Chair	Black	$ 299	
LSM		Key West Loveseat	Black	$ 369	
SOM		Key West Sofa	Black	$ 423	
OTS		South Beach Ottoman	Platinum Suede	$ 239	
SO1		South Beach Sofa	Platinum Suede	$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	$ 324	
TANSOF		Tangiers Sofa	Beige Textured	$ 499	
NPLCHR		Naples Chair	Black Vinyl	$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	$ 529	
NPLSOF		Naples Sofa	Black Vinyl	$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	$ 419	
HCH08		Heathrow Chair	Black Vinyl	$ 389	
HEA08		Heathrow Sofa	Black Vinyl	$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 319	
BCW		Madrid Chair	White Leather	$ 562	
OCH		Madrid Chair	Black Leather	$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	$ 269	
OCA		T-Vac Chair	Translucent, Chrome	$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 232	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	$ 129	
SCC		Fusion Chair	Clear, White	$ 105	
SCD		Fusion Chair	Green, White	$ 105	
SCE		Fusion Chair	Red, White	$ 105	
SCF		Fusion Chair	Black, White	$ 105	
CO4		Iso Mesh Chair	Black	$ 221	
SC4		Jetson Chair	Black	$ 145	
XC3		Luxor Guest Chair	Black Leather	$ 261	
SC1		New York Chair	Black, Maple	$ 145	
SC9		Panton Chair	White	$ 149	
SC10		Razor Armless Chair	White	$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 109	
CH002		Wendy Chair	Clear Acrylic	$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	$ 279	
XC1		Luxor High Back	Black Leather	$ 302	
XC2		Luxor Mid Back	Black Leather	$ 284	
XC4		Altura High Back	Black Crepe	$ 278	
XC5		Altura Mid Back	Black Crepe	$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	$ 229	
SY1		Altura Steno Chair	Black Crepe	$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	$ 199	
BS001		Shark Barstool	White, Chrome	$ 239	
BS002		Zoey Barstool	White, Chrome	$ 219	
BS003		Zoey Barstool	Black, Chrome	$ 219	
BSC		Oslo Barstool	White	$ 197	
BSD		Oslo Barstool	Blue	$ 197	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BSN		Jetson Barstool	Black	$ 200	
BSS		Banana Barstool	Black, Chrome	$ 187	
BST		Banana Barstool	White, Chrome	$ 187	
ROLLBL		Lift Barstool	Black Vinyl	$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	$ 159	
ROLLRD		Lift Barstool	Red Vinyl	$ 159	
ROLLWH		Lift Barstool	White Vinyl	$ 159	
RSTSTL		Rustique Barstool	Gunmetal	$ 99	

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SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 309	
BNO75		Bench Ottoman	White Vinyl	$ 309	
CCB		Circle Ottoman	Black Leather	$ 479	
CCW		Circle Ottoman	White Leather	$ 479	
CCZ		Circle Ottoman	Black/White Leather	$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END02B		Endless Square Ottoman	Black	$ 269	
END02W		Endless Square Ottoman	White	$ 269	
OSC		Milano Cube Ottoman	White Leather	$ 95	
OTH		Milano Cube Ottoman	Black Leather	$ 95	
OTK		Half Round Ottoman	Black Leather	$ 290	
OTL		Half Round Ottoman	White Leather	$ 290	
PUZ2SW		Puzzle Bench Ottoman	White	$ 232	
SAL		Sally Stool/Ottoman	White	$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 209	
C1F		Geo Cocktail Table	Glass, Black	$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	$ 109	
CDYTB		Candy Table	Black Top	$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	$ 149	
E1C		Geo End Table	Glass, Chrome	$ 185	
E1D		Soho End Table	Espresso, Metal	$ 269	
E1E		Silverado End Table	Glass, Chrome	$ 199	
E1F		Geo End Table	Glass, Black	$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	$ 219	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
EOLI		Oliver End Table	Walnut Finish	$ 160	
ETBL		E Table	Wood	$ 134	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
TMBTBL		Timber Table	Wood	$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	$ 419	
CB1		42" Round Table	Graphite Nebula	$ 289	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CB3		8' Conference Table	Graphite Nebula	$ 419	
CC5		42" Round Table	Mahogany	$ 289	
CC6		6' Table	Mahogany	$ 355	
CC7		8' Table	Mahogany	$ 419	
CC8		10' Table	Mahogany	$ 629	
CD2		6' Conference Table	Gray Nebula	$ 355	
CD3		8' Conference Table	Gray Nebula	$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	$ 239	
CF2		Geo Table, Rectangle	Glass, Black	$ 339	
CG1		Manhattan Table	Glass, Black	$ 249	
CONF42		42" Round Table	White Laminate	$ 289	
CT06GR		6' Table	Granite	$ 355	
CT10GR		10' Table	Granite	$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 259	
WD3		Work Table	White Laminate, White	$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	$ 499	
G30BWS		G30 Bar Table	White Top	$ 499	
G30CMS		G30 Cocktail Table	Maple Top	$ 279	
G30CWS		G30 Cocktail Table	White Top	$ 279	
G30DMS		G30 Café Table	Maple Top	$ 399	
G30DWS		G30 Café Table	White Top	$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	$ 499	
G30BWW		G30 Bar Table	White Top	$ 499	
G30CMW		G30 Cocktail Table	Maple Top	$ 279	
G30CWW		G30 Cocktail Table	White Top	$ 279	
G30DMW		G30 Cafe Table	Maple Top	$ 399	
G30DWW		G30 Cafe Table	White Top	$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	$ 217	
VTB		30" Round Bar Table	Brushed Red Top	$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	$ 185	
VTG		30" Round Bar Table	Silver Textured Top	$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 185	
VTK		30" Round Bar Table	Maple Top	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 199	
VTP		36" Round Bar Table	Maple Top	$ 199	
VTW		36" Round Bar Table	White Laminate Top	$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	$ 285	
WTB		30" Round Bar Table	Brushed Red Top	$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	$ 285	
WTK		30" Round Bar Table	Maple Top	$ 285	
WTS		30" Round Bar Table	Silver Textured Top	$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	$ 299	
WTP		36" Round Bar Table	Maple Top	$ 299	
WTW		36" Round Bar Table	White Laminate Top	$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	$ 208	
ZTB		30" Round Café Table	Brushed Red Top	$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	$ 169	
ZTG		30" Round Café Table	Silver Textured Top	$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 169	
ZTK		30" Round Café Table	Maple Top	$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 184	
ZTP		36" Round Café Table	Maple Top	$ 184	
ZTQ		36" Round Café Table	White Laminate Top	$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	$ 269	
XTB		30" Round Café Table	Brushed Red Top	$ 269	
XTC		30" Round Café Table	Brushed Blue Top	$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	$ 269	
XTK		30" Round Café Table	Maple Top	$ 269	
XTS		30" Round Café Table	Silver Textured Top	$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	$ 285	
XTP		36" Round Café Table	Maple Top	$ 285	
XTR		36" Round Café Table	White Laminate Top	$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	$ 289	
BC7		Bookcase	Granite	$ 259	
ET1		Etagere	Pewter, Metal/Glass	$ 259	
ET2		Etagere	Black, Metal/Glass	$ 259	
PDL		Locking Pedestal	Black	$ 359	
PMB36		Plastic Pedestal, 36"	Black	$ 299	
PMB42		Plastic Pedestal, 42"	Black	$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	$ 419	
JD7		Executive Desk	Granite	$ 409	
CR6		Credenza	Mahogany	$ 419	
CR7		Credenza	Granite	$ 399	
L26		Lateral File	Mahogany	$ 329	
L27		Lateral File	Granite	$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	$ 209	
TBSTND		Mobile Tablet Stand	Black	$ 209	
TBBCHR		Brochure Holder	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	$ 108	
LA15		Mason Floor Lamp	Brushed Silver	$ 165	

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